



## Job Posting Development Coordinator

Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living and their 155-year legacy of healing the body, enriching the mind and nurturing the soul.

Our foundation partners with the community to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, through every stage of life. With the support of donors, we help transform health care for priorities such as seniors' health, mental health, rural health, palliative care, and women and children's health. The funds we raise support specialized programs, equipment and training, and enhanced care spaces for 21 Covenant hospitals and continuing care sites across Alberta.

**We're seeking an experienced, highly motivated and organized professional to join our team in the full-time, permanent position of Development Coordinator.**

As the Development Coordinator, you will play a crucial role in supporting the fundraising and development efforts of our foundation. Your primary responsibility will be to provide administrative support to the development team and assist in executing fundraising campaigns, events and initiatives. The ideal candidate is an adaptive self-starter, with a sincere interest in making an impact on health care in Alberta.

**As our Development Coordinator, your primary responsibilities will include:**

- Providing general administration support to the Development team, including scheduling meetings, managing calendars, preparing briefing documents, reporting and other materials as required
- Conducting donor and gift research to support cultivation and solicitation strategies
- Assisting with prospective research and donor cultivation activities, including identifying potential funding opportunities and maintaining a donor pipeline
- Preparing correspondence, donation acknowledgements, and reports to donors and community boards, ensuring timely and personalized communication
- Assisting in the preparation of grant applications and reports, ensuring compliance with funding guidelines and deadlines
- Collaborating with team members on special project and initiatives
- Collaborating with the Brand, Strategy and Communications team to develop and maintain content for fundraising materials
- Supporting the Development team in pulling and gathering reporting information from donor database
- Participating in foundation events, community engagement initiatives and other activities as required
- Building meaningful relationships with donors, prospects, volunteers and hospital stakeholders; efforts will include solicitation phone calls, planning and participating in stewardship activities (including thank-you calls, emails and thank-you cards)
- Supporting administration by being the first point of contact for phone and email inquiries in a professional, courteous and timely manner
- Other duties as required

**The ideal candidate will demonstrate on their résumé:**

- Diploma or degree in business administration, nonprofit management, communications or a related field
- Strong interpersonal skills with the ability to build and maintain relationships

## **Job Posting**

### **Development Coordinator**

- Previous experience in fundraising or development role and working with major gift donors, preferably within the nonprofit sector, is an asset
- Familiarity with fundraising best practices including donor cultivation, stewardship and event planning is an asset
- Knowledge of healthcare sector and understanding of the philanthropic landscape in Alberta is an asset
- Proven project management experience
- Demonstrated ability to prioritize, organize, manage multiple tasks and meet deadlines
- Ability to think strategically with proven critical thinking and problem-solving skills
- Proven ability to communicate and collaborate tactfully and effectively across departments and with all levels in the organization, demonstrating a service-oriented approach
- Strong written and verbal communication skills, with attention to detail
- Ability to work individually and as part of an integrated team environment
- Strong commitment to personal development and continuing education to enhance knowledge of fundraising trends, best practices and new technologies
- Proficiency with Microsoft Office Suite, Access, Raiser's Edge (or other donor databases) and Adobe Pro
- Willing to work occasional evening and weekend hours
- Driver's license and vehicle required for travel within Alberta
- Candidate is required to pass a criminal record check

#### **Why Covenant Foundation?**

We believe in supporting our employees holistically by providing:

- Competitive pay: \$55,000-\$65,000 per annum based on a 35-hour work week
- Comprehensive benefit package
- Pension plan
- Flex spending account
- Onsite gym
- Hybrid work environment (1-2 days per week in office, or more if that's your preference)
- Culture code: Respect, Innovation, Teamwork, Engagement

#### **To Apply**

Please email your cover letter and résumé in one document to Crystal Clayton at [crystal.clayton@covenanthealth.ca](mailto:crystal.clayton@covenanthealth.ca).

This position will remain open until a suitable candidate is hired. While we thank all candidates who apply, we will only reach out to candidates who meet the hiring manager's requirements on their résumé.

#### **Commitment to Diversity, Equity, Inclusion and Accessibility**

Covenant Foundation values diversity in thought as well as representation. We are committed to building an environment that provides a foundation for safety and belonging and are challenging our biases and assumptions daily. Should you need any support during the application or interview process, please do not hesitate to reach out to [sara.solowan@covenanthealth.ca](mailto:sara.solowan@covenanthealth.ca).