



## Job Posting Stewardship & Community Engagement Advisor

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 and addiction, rural health, palliative care, women and children's health, and spiritual care. The funds we raise support specialized programs, equipment and training, and enhanced care spaces at 21 Covenant hospitals and continuing care sites across Alberta

**Covenant Foundation is seeking a Stewardship and Community Engagement Advisor to join its growing team.**

Reporting to the Director of Annual Giving and Stewardship, the **Stewardship and Community Engagement Advisor** is responsible for building, maintaining and enhancing a foundation-wide, comprehensive stewardship and community engagement program that appropriately and consistently promotes recognition and retention of donors and stakeholders at every level. The successful candidate is an adaptive self-starter who takes a creative and relationship-centric approach to community engagement stewardship and has a sincere interest in making an impact on health care in Alberta.

**As our Stewardship and Community Engagement Advisor, your primary responsibilities will include:**

### **Stewardship Planning**

- Developing and implementing a comprehensive stewardship plan for all foundation donors, and stakeholders.
- Leading discussions surrounding campaign stewardship opportunities and developing frameworks for campaign recognition.
- Collaborating with the Fund Development team to identify stewardship needs, and ensuring proper stewardship tracking on an ongoing basis.
- Working with the communications team, developing and refreshing templates for all outward-facing stewardship materials, including thank you letters, impact reports, progress reports, donor walls, and the website.
- Leading the implementation of the foundation's stewardship strategy.
- Developing stewardship journeys for all key stakeholders and donor segments.
- Participating in the development and management of the annual stewardship budget.
- Other duties as assigned.

### **Donor Recognition and Reporting**

- Finding new, meaningful and innovative ways to thank donors and share their impact

## **Job Posting**

### **Stewardship & Community Engagement Advisor**

- Implementing a donor wall process and developing criteria for installation at all Covenant Foundation-supported facilities.
- Utilizing Raisers Edge NXT and creating reporting dashboards to track KPIs.
- Ensuring donor recognition preferences are tracked and managed within the internal database.
- Ensuring all donors are thanked in a timely and appropriate manner.
- Working closely with the Fund Development team and Granting Officer to share donor impact.
- Maintaining existing physical recognition and ensuring that new recognition meets guidelines.
- Responding to requests from colleagues for information on the impact of donations and, where required, coordinating with the Granting Officer and Covenant Family to gather information for specific reports.
- Coordinating and producing of a range of reports, letters and documents, including the foundation's annually distributed endowment reports.
- Planning, developing, leading and hosting hospital and facility tours for donors, sponsors and stakeholders.
- Ensuring new donor welcome packages are mailed out in a timely manner.
- Other duties as assigned.

#### **Community Engagement**

- Creating and maintaining an inventory of engagement opportunities for all levels of donors to be implemented across the province.
- Assisting in the management of events including:
  - Gratitude Events
  - Third-Party Events
  - Foundation-run events (Harvest Moon Ball, Golf Tournaments)
- Working alongside the Annual Giving and Donor Relations Coordinator to manage event budgets, tactics and volunteers.
- Coordinating special events logistics, including invitations, vendors, marketing and event format to support fundraising initiatives.
- Providing recommendations for events (i.e., new events, reimagined events, sunset events) to maximize the efficiency and effectiveness of fundraising efforts.
- Planning and executing additional events and other duties as assigned.

#### **What You Offer**

- Extensive knowledge of stewardship and recognition best practices
- Knowledge of fundraising streams including major gifts, planned giving, monthly giving, corporate giving, memorial giving, events, etc.

## **Job Posting**

### **Stewardship & Community Engagement Advisor**

- Exceptional relationship building abilities and excellent interpersonal skills – open, approachable, inclusive and tactful.
- Strong written and verbal communication, presentation and facilitation skills
- Strong computer skills, including Raiser’s Edge or other CRM systems, Microsoft Office, and project management tools.
- Experience pulling queries and reports from Raiser’s Edge or other CRM systems
- Proven planning and organization skills with the ability to translate plans into measurable actions that efficiently and effectively meet or exceed goals.
- Demonstrated donor-centric approach, creativity and attention to detail.
- Proven ability to work individually and as part of a team
- Strong commitment to personal development and continuing education to enhance knowledge of stewardship and fundraising trends, best practices and new technologies.
- Willing to work flexible hours, evenings and weekends, and travel occasionally as needed.
- Must maintain a valid driver’s licence and access to a vehicle.
- Must be able to pass a criminal record check.

#### **Your Qualifications**

- Degree, diploma or a combination of equivalent skills and experience in communications, business or a related field.
- 3-5 years of experience in donor stewardship, customer service, fundraising and/or event planning.
- Proven experience implementing successful stewardship programs.

#### **What We Offer**

- Competitive salary: \$67,000 – \$74,000 per annum based on a 35-hour work week
- Comprehensive benefit package
- Pension plan
- Flex spending account
- 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 résumé and cover letter in one document by **Friday August 4, 2023** to Karina Dixon, Director of Annual Giving & Stewardship, at [karina.dixon@covenanthealth.ca](mailto:karina.dixon@covenanthealth.ca). Please include in your email subject line: **STEWARDSHIP AND COMMUNITY ENGAGEMENT ADVISOR**.



## **Job Posting** **Stewardship & Community Engagement Advisor**

### **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 [karina.dixon@covenanthealth.ca](mailto:karina.dixon@covenanthealth.ca).