



Calgary
Health Trust
Organization and Position Overview
Search for a Development Officer

ORGANIZATION OVERVIEW

Established in 1996, the Calgary Health Trust (CHT) was formed to coordinate the efforts of the then many separate health care foundations attached to individual hospitals and healthcare centres.

As a Calgary-based charity, CHT has raised funds to transform health care in Alberta by funding state-of-the-art technology, innovative programs, research and education.

Through the incredible generosity of its donors, CHT has helped to raise more than \$459 million for health care. Funds raised benefit Foothills Medical Centre, Peter Lougheed Centre, Rockyview General Hospital, South Health Campus, many community health programs and 12 Carewest centres in the Calgary community.

Working closely with CHT partners, the CHT looks to identify the areas where philanthropy will have the greatest impact on health care within Calgary immediately and over the long-term.

CHT fundraising efforts focus on three healthcare priorities:

- developing world-class care;
- enhancing public and staff education about health care
- improving quality of life by accelerating research into action.

Health care touches all of us and CHT is proud to make a difference to the people they care about in particularly in the areas of:

- acute care;
- prevention and harm reduction;
- chronic pain clinic and outpatient care;
- palliative care; and
- labour and delivery and neonatal care.

CHT employs 28 dedicated professionals who work closely with Alberta Health Services (AHS) and community partners to identify key priorities where philanthropic supporters will ensure excellence.

THE ROLE

Reporting to the Director of Development & Campaigns, the Development Officer will be responsible for managing all aspects of the gift cycle.

KEY RESPONSIBILITIES

- Actively participate in developing and executing the CHT Major Gift program utilizing approved fundraising pillars
- Demonstrate a high level of knowledge of the case for support for priority fundraising
- Work with senior leadership to identify, develop, engage and support volunteers as assigned, including the Fund Development Councils
- Manage a portfolio of prospects, including corporate donors, foundations, and individual philanthropists
- Research fundraising priorities to become knowledgeable and articulate
- Develop a collaborative working relationship with AHS program leads to effectively implement the major gift fundraising program, including communicating and helping to identify potential donors and champions
- Manage and coordinate all aspects of the Gift Cycle: identification, cultivation, solicitation, and stewardship
- Identify and manage top prospects, including discovery calls, face-to-face meetings, etc.
- Develop, write, and present proposals to prospective donors
- Develop strong and sustainable relationships with donors, prospective donors, volunteers, health care providers and key stakeholders
- Support the Development Team on Grateful patients and family program as necessary
- Coordinate donor relations activities and initiate appropriate stewardship plans
- Provide customer service and act as site liaison, including providing support and direction to AHS staff and donors related to donation or fund inquiries
- Manage intake of donations to site, including input of donation information into Raiser's Edge
- Complete thank you calls / notes, and complete gift agreements and checklists as required
- Maintain donor records in Raiser's Edge to manage fundraising goals and revenue projections in support of the goals of the organization
- Provide updates to senior leadership for the Board of Directors on fundraising activity, physician engagement, and Fund Development Council activities and achievements
- Act as an ambassador for healthcare philanthropy and raise the profile of CHT in the community
- Other duties as assigned

EXPERIENCE, QUALIFICATIONS AND EDUCATION

- A minimum of 5 years in a fundraising role
- A bachelor's degree or comparable post-secondary education required
- CFRE designation an asset

ATTRIBUTES AND ABILITIES

- Working knowledge of Raiser's Edge a definite asset
- Strong written and verbal communication skills; the ability to effectively influence
- Able to foster an environment of teamwork among all departments
- Professional, credible and accountable
- Strong research skills; able to develop an understanding of communities/demographics around sites
- Extensive understanding of major gift fundraising and physician engagement best practices
- The ability to learn and understand policies and programs in a complex and multifaceted organization
- Strong customer service skills and an ability to develop effective relationships with donors
- Strong organizational and time management skills
- A strategic thinker with a focus on achieving project milestones
- The ability to manage and balance expectations of multiple stakeholder groups, including AHS staff (senior leadership, physicians, frontline managers, etc.) and donor/prospects to ensure objectives are met
- Able to coordinate and execute event plans
- Excellent problem solving skills
- Ability to remain optimistic through adversity; can see the bigger picture

WORKING CONDITIONS

- Some travel to various sites around Calgary required; reliable access to transportation required
- Some early morning, evening, and weekend work required

FOR ADDITIONAL INFORMATION

- www.calgaryhealthtrust.ca
- To explore this opportunity further, please send your resume and cover letter, in confidence, no later than September 22, 2019 to:

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