



## JOB POSTING

POSTING DATE: November 23, 2021

CLOSING DATE: December 10, 2021

POSITION: Fund Development & Donor Relations Coordinator (37.5 hours/week, permanent FT)

### POSITION SUMMARY:

This position assists in achieving the strategic priorities along with the short-term and long-term fund-raising goals of the Stratford Perth Hospice Foundation (SPHF). The SPHF supports the ongoing operational funding needs of Rotary Hospice Stratford Perth (RHSP), an operation of Hospice Care Avon Maitland (HCAM). This collaborative role supports the development team, the Board of Directors and Fundraising Committee(s) to achieve the fundraising objectives of the organization along with meaningful stewardship of relationships with donors, supporters, prospects, foundations, and community organizations. This position is responsible for supporting and assisting with annual giving, direct mail campaigns, special events, communication with donors, upkeep of donor files & records, workplans, reports and correspondence. (Full job description on next page)

REPORTS TO: Fund Development Manager

START DATE: January 4, 2022

EXPERIENCE: 3+ years' with demonstrated skills in annual fundraising events and campaigns along with communications with donors, sponsors, and other stakeholders

EDUCATION: Post secondary education in Fund Development or related university degree and/or college certificate; CFRE designation an asset

REQUIRED: Fully vaccinated  
Two Step TB Test  
Police Vulnerable Sector Check

Please submit a cover letter and resume no later than November 30, 2021, to Lana Burchett, Executive Director at [lanea@rotaryhospice.ca](mailto:lanea@rotaryhospice.ca) with subject line Fund Development & Donor Relations Coordinator. Only those candidates selected for an interview will be contacted.

Rotary Hospice Stratford Perth is an equal opportunity employer that strives to create a respectful, accessible, and inclusive work environment. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Please advise in your response if you require accommodation through the application, interview, or selection processes.



## **JOB DESCRIPTION**

**POSITION TITLE:** Fund Development & Donor Relations Coordinator

**REPORTS TO:** Fund Development Manager

### **POSITION SUMMARY:**

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### **ESSENTIAL FUNCTIONS**

- Develop programs to achieve fund raising targets, including annual giving, mid-level giving, direct mail campaigns, and the cultivation and retention of current individual, monthly, event related, and on-line donors (Canada Helps)
- Supports in developing and maintaining a major gifts program including Foundations
- Assists with regular thank you communications with donors and sponsors, both verbal and written
- Supports signature events such as Hike for Hospice and Handbags for Hospice; develop new special events as appropriate
- Support in honour/memorial donation program and liaise with funeral homes
- Assists with preparing content for community newsletters and direct mail appeals
- Provides regular updates to the RHSP website
- Works collaboratively to support, maintain and grow the hospice's presence through social media marketing including Facebook, e-blasts, Instagram, and other strategically relevant online vehicles. This may include writing articles, blog posts and newsletters
- Prepares promotional materials in relation to events, e.g., media releases, broadcast ads, e-blasts, marketing materials, photo opportunities, brochures, and posters; nurtures relationships with media
- Supports third party events in accordance with RHSP's program
- In collaboration with the Coordinator of Volunteers coordinates event volunteers

- Maintains a high level of communication and customer service to sponsors, donors, event participants, and volunteers with timely response to inquiries
- Ensures event information and associated donor/sponsorship information is accurately entered into the fundraising management database; provides trouble shooting/support to individuals using the hospice website and/or databases to register, sponsor or donate to events
- As necessary, provide back up support for processing donations, thank you letters & tax receipts
- Assists in producing regular donor stats and analysis reports
- Provides monthly status reports to the ED as required
- Provides vacation coverage for Fund Development Manager
- Ensures compliance with all legislation concerning taxation & professional fundraising ethics
- Other related duties as assigned

### **JOB SPECIFICATIONS**

#### **EXPERIENCE AND KNOWLEDGE:**

- 3+ years' experience with demonstrated skills in annual fundraising events and annual campaigns along with communications with donors, sponsors, and other stakeholders
- Exceptional people skills
- Ability to demonstrate professionalism, empathy, and compassion always
- Computer literacy, including experience with fundraising database and other sources to research and identify prospects
- Understanding of tax receipting rules and regulations (as per CRA)
- Understanding of social media, public relations, marketing, and related tools
- Strong familiarity with Perth County communities
- Experience in palliative care preferred

#### **EDUCATION:**

- Post-secondary education in Fund Development or related university degree and/or college certificate
- Certified Fundraising Executive (CFRE) designation is an asset

#### **WORKING CONDITIONS:**

- Successful completion of Police Vulnerable Sector Check and two-step Tuberculosis TB test
- 37.5-hour work week Monday to Friday with some evening and weekend work related to the position as well as attendance at community events
- A vehicle is required to be able to fulfill the requirements of this position, including a minimum of \$1 million automobile insurance policy regarding public liability and property damage. Proof of insurance to be provided
- That all responsibilities be performed in keeping with the philosophical framework set out in the Mission, Vision and Values of HCAM and SPHF

**PEOPLE SKILLS AND COMPETENCIES:**

- Donor centered attitude and enthusiasm for fund development and stewardship
- Exceptional written and verbal communication skills including presentations
- Creative, self-starting, highly organized and ability to manage multiple priorities
- Excellent interpersonal, public relations and networking skills
- Enjoys working in a fast paced and collaborative team environment
- Time management skills and effectively working to deadlines