



Job Posting

Position Title: Planned Giving & Fundraising Officer (Full-Time, Permanent)

Salary Range: \$75,000+

Who We Are

Hotel Dieu Shaver (HDS) Foundation effectively raises and stewards' funds to support Niagara's only rehabilitation and complex care hospital, Hotel Dieu Shaver. Donors play an important role in the health care provided in our communities. HDS Foundation relies on the generosity of the community to help meet the needs of patients at HDS since funding from the government does not support the purchase of capital equipment and specialty programs. Learn more about us at <https://www.foundation.hoteldieushaver.org>

Position Summary

Executing fundraising expertise, the Planned Giving & Fundraising Officer will play a pivotal role in securing essential funds, through leadership, major and planned giving donations. This role will create and manage major gift and planned giving programs with a focus on growing relationships.

Primary Responsibilities

- Actively manage a portfolio of donors, and develop a portfolio of prospective donors, building meaningful, trusting relationships and matching donor interest with philanthropic opportunities at HDS Foundation.
- With a focus on donor relations; engage, cultivate, solicit and steward prospects to support a culture of donors and community partners who feel connected, valued and informed.
- Develop and implement cultivation, solicitation and stewardship strategies for major and planned giving prospects.
- Develop and execute a monthly business plan to meet the established targets for donor engagement, prospect meetings, presentations, and financial KPIs
- Work with Foundation team to prepare compelling and strategic fundraising materials including briefing notes, proposals, letters, reports, acknowledgements, brochures and impact updates.
- Support development of 'cases of support' and materials for campaigns or major fundraising initiatives
- Provide and present information to groups to increase engagement with Foundation's mission, vision and goals and speak with confidence about need and impact to prospective & current donor groups.
- Work with the Executive Director to ensure all donors in the portfolio are recognized appropriately in alignment with the foundations' and stewardship framework
- Write grant proposals seeking funding from corporations or other Foundations
- Act as an ambassador throughout Niagara, positively representing the Foundation.

Requirements, Knowledge and Experience

- University or College degree in related field (e.g., nonprofit management, fundraising, communications, business, marketing).
- 5+ years of proven progressive fundraising experience, specifically major and legacy gifts.
- Professional accreditation as a Certified Fund-Raising Executive (CFRE) would be an asset.
- Vaccines (COVID-19 and others) are a requirement of the job unless you have an exemption based on medical or other grounds pursuant to the Ontario Human Rights Code.
- Strong understanding, planned giving vehicles and strategies, and with experience in developing and executing major and planned giving programs.
- Strong computer skills in utilizing Microsoft Office program (Excel, Word, PowerPoint, Outlook) and database management with Raisers Edge / NXT.
- Understand the need for professionalism, discretion and patience when communicating with donors and prospects.
- Strong project management and organizational skills; with the ability to effectively present complex information in a clear and compelling manner.
- Dedicated to promoting the Foundation's fundraising priorities through developing excellent relationships with staff and patients.

Position Details

- Full-time (37.5 hours/week) permanent position. Flexibility is required as some evening and weekend work is required. This is primarily an onsite role, with occasional work remote options.
- Employee health benefits, paid vacation, and participation in the Healthcare of Ontario Pension Plan (HOOPP).

We appreciate all applications received and advise that only those under consideration will be contacted.