



Development Officer



Position Overview

Organization: Humber River Health Foundation

Title: Development Officer

Reports to: Vice President, Development

Location: Hybrid work model, currently minimum 3 days in office. When in office, on site at the Hospital: 1235 Wilson Avenue, Level 1, North York, Ontario.

Salary Range: \$60k - \$75k with excellent benefits and HOOPP pension

Is this you?

You are an entrepreneurial, highly motivated, and results-driven individual. You bring a positive can-do attitude to everything you do and care deeply about healthcare. You are goal-oriented and creative with the ability to collaborate effectively. You are proactive and personable with a flair for seeking, building, and fostering strong relationships. You are an excellent communicator and skilled storyteller with the ability to communicate complex ideas in a clear, concise way. You are cause-driven and caring with a passion for advancing innovative healthcare programs. You would be excited and inspired to join a leading GTA Hospital Foundation and evolve your career into more purpose driven.

The Organization

Lighting New Ways in Healthcare - Humber River Hospital stands apart. As North America's most digital hospital, their state-of-the-art facility is enabling their physicians and staff to deliver healthcare in new and innovative ways and is a model of efficiency for hospitals around the world. Everything they do is to enhance not only healthcare outcomes but also the patient and family experience.

Humber River Health Foundation raises funds to invest in the programs, technologies and equipment that make their Hospital's superior patient care a reality. Since the day they opened their new facility, they have proudly stayed ahead of a changing world, always innovating to continue lighting new ways in healthcare now and into the future. This spirit of innovation is powered by the Foundation's donors and volunteers, who share their vision for a brighter future.

Please refer to the Foundation www.hrhfoundation.ca and the Humber River Hospital website www.hrh.ca for additional information.

The Position

The **Development Officer** is an integral member of the Development Team, building philanthropic relationships and providing professional volunteer management for fundraising volunteers. The Development Officer is responsible and accountable for the development, expansion and growth of fundraising revenue, managing a portfolio of donors and prospects, providing coaching and training for Development Team colleagues, developing and executing cultivation and solicitation strategies and driving the acquisition of major gifts in the \$25,000 - \$500,000 range.

The culture of Humber River Health Foundation is one based on the values of donor-centred, visionary, and inspirational. It is a place where people have a strong understanding of the value they bring to the whole organization. This unique and fulfilling environment will be most attractive to a candidate with a close affinity for the Foundation's mission and vision.

Key Responsibilities: Fundraising

- Cultivate, steward and manage a portfolio of donor & volunteer relationships.
- Develop and execute strategic donor cultivation plans and effective solicitation strategies.
- Cultivate physician and staff relationships within assigned Program of Care area(s); engage as donors and develop their potential to identify grateful patient prospects.
- Oversee and execute effective stewardship strategies to strengthen donor relationships; ensure gifts are processed appropriately, thank you calls, letters & tax receipts are executed promptly and stewardship reports/letters are issued on a timely basis.
- Prepare donor correspondence: thank you letters, stewardship updates, proposals, gift agreements etc.
- Proactively identify and recruit new prospects and fundraising volunteers, ensuring they receive appropriate orientation and support.
- Provide professional volunteer management for fundraising volunteers, including Directors on the Foundation Board.
- Prepare and review research & briefing notes to support volunteer call activity and to ensure fundraising volunteers remain engaged and motivated.

Key Responsibilities: Planning & Reporting

- Participate in monthly reviews to review fundraising achievements, monitor fundraising productivity and identify issues that require additional support to advance fundraising success and/or areas where course correction is required

- Prepare Call Reports in a timely fashion (48 hours) to collect all intelligence, outcomes and actions required
- Update Raiser's Edge (R/E) database in a timely fashion to reflect all fundraising activity including Call Report outcomes, actions, notes, intelligence, relationship connections and create new proposals as required
- Monitor and proactively follow up on R/E Open Actions Report items.
- Manage pipeline and forecast, updating proposal details whenever new intelligence is obtained

Key Responsibilities: Professional Development

- Identify skill gaps and create annual professional development plans and participate in external professional development opportunities.

Other

- Participate in Development Team strategy, prospect clearance and pipeline management meetings
- Participate in Foundation events for cultivation, stewardship and fundraising purposes including the occasional weeknight and weekend events

Skills/Knowledge:

- Strong interpersonal, organizational and analytical skills
- Excellent administrative skills including solid working experience using relevant technology such as Microsoft Word, Excel, PowerPoint, Outlook, Raiser's Edge
- Ability to manage multiple priorities from different sources enhanced by problem solving capabilities
- Strong customer service-oriented approach complemented by excellent organizational and time management abilities
- Ability to use sound judgment and maintain discretion and confidentiality at all times
- Familiar with the Humber River Hospital catchment area
- Demonstrated tact, diplomacy and creativity and problem solving capabilities
- Ability to use sound judgment and maintain discretion and confidentiality at all times
- Bachelor's degree or equivalent combination of related education and business experience
- A valid driver's license and access to a vehicle is required

Role Requirements

- Excellent relationship management skills, with a high EQ
- Ability to think strategically about the Hospital and Foundation priorities
- Ability to work collaboratively in a culture that values 'team'
- Collaborative mindset, strives to work effectively with cross-functional teams and understands the benefits

- Strong interpersonal skills, a superior ability to build and foster solid relationships, effectively manage complex protocols and expectations
- Ability to rise to new challenges and find creative solutions – resourceful and tenacious
- Strong presence, grit, poise, persuasiveness, and the appropriate confidence to earn credibility with senior management

Application Instructions

Humber River Health Foundation hires based on merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. Humber River Health Foundation especially welcomes applications from Indigenous persons, visible minority group members, women, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

If you are looking for an outstanding challenge, working with one of the most well known and highly respected hospital foundations in Canada, then what are you waiting for? Apply now! Please include a cover letter and CV addressed to Robin Barrett at robin@phcap.ca.

Please note only qualified respondents will be contacted. Thank you for your interest.