

Coordinator, Major Gifts (Providence)

JOB DESCRIPTION

SUMMARY

Job Title:	Coordinator, Major Gifts (Providence)
Department:	Philanthropy
Reports to:	Director, Development (Providence)
Date Completed:	March 2016
Date Revised:	November 2023

REASON FOR SUBMISSION

New Position:	No
Change in Responsibilities:	
Other (specify):	

DEPARTMENT SUMMARY

St. Michael's and Providence Foundation (SMPF) is the exclusive fundraising organization to generate and manage philanthropic funds for St. Michael's Hospital and Providence Healthcare, within Unity Health Toronto. Through multiple lines of fundraising income generation and stewardship activity, SMPF, in conjunction with Unity Health, will define and promote the St. Michael's and Providence brands to maximize philanthropic revenue to fuel their healthcare, research, teaching and health equity missions. We will inspire our communities, local, provincial, national and international, to invest in our organizations' priorities to drive and implement innovation that will equitably support all members of our society to manage and overcome disease and health crises and live healthier lives to create a more inclusive and thriving society. Join us!

POSITION SUMMARY

Major Gift Coordinators at St. Michael's and Providence Foundation work closely and collaboratively with the entire philanthropy team to build solicitation, pipeline and stewardship strategies to maximize individual, corporate and foundation donor support through various channels. This role will be focused specifically on priorities related to Providence Healthcare, BARLO Multiple Sclerosis and mid-level giving portfolios, and will be primarily located at the Providence Healthcare Site, in Scarborough.

RESPONSIBILITIES & ACTIVITIES

RESPONSIBILITY – Fundraising Support

Activities:

- Support the philanthropy team to successfully cultivate, solicit and steward donors, prospects and volunteers to meet the fundraising goals of the Foundation.
- Draft correspondence, reports, invitations and other communications for the philanthropy team.
- Support the activities that arise from individualized cultivation and stewardship plans.
- Communicate with the offices of donors, administrators, volunteers and hospital partners to provide information, and book meetings and follow-ups.
- Review and track funds and report on use of gifts, as assigned.
- Update donor information on a centralized database (Raiser's Edge).
- Input and update meaningful donor interactions, next steps and proposal opportunities in database (Raiser's Edge).
- Prepare donor cultivation, solicitation and stewardship packages, call reports and meeting notes as requested.
- Produce prospect lists, gift information and action task lists from the database in a timely and efficient manner.
- Assist in the coordination of meetings for current and prospective donors.

RESPONSIBILITY – Operations Support

Activities:

- Prepare and distribute reports and presentation material using various software tools for word processing spreadsheets, and database management including but not exclusive to: Microsoft Word, Excel, PowerPoint, Raiser's Edge and PowerBI.
- Provide support to donors, the philanthropy team, hospital partners and volunteers-preparing basic information requests, prospect profiles, briefing notes, emails, etc.
- Complete appropriate gift processing forms.
- Prepare and distribute correspondence, meeting minutes and volunteer rosters.
- Ensure donor gifts, pledges/reminders, tax receipts, and thank you letters are processed and issued in a timely manner.
- Ensure proper electronic and hard copy filing of proposals, donor gift agreements, acknowledgments, stewardship letters and reports and correspondence.

RESPONSIBILITY – Volunteer Management Support and Event Management

Activities:

- Assist the philanthropy team with key volunteer initiatives.

- Schedule internal and external meetings with volunteers, donors and hospital partners.
- Organize meetings including room bookings, catering, if necessary, agendas, minutes, preparation of presentations, handouts and other materials.
- Ensure that the team has financial information, background and analysis to provide to volunteers and staff to fulfill their fundraising responsibilities.
- Support the Philanthropy Team by undertaking event coordination and logistics to support donor cultivation and stewardship events.

KNOWLEDGE & SKILLS

- Post-secondary education in a related field – college minimum -- or a combination of comparable skills and experience.
- Minimum of 1 year of experience working in a fundraising environment.
- Excellent communication skills both written and verbal.
- Demonstrated proficiency working with computer applications on a Windows platform (Word, Excel, PowerPoint, electronic mail/scheduling, internet)
- Previous experience working with databases (particularly Raiser's Edge and PowerBI) is an asset.
- Excellent interpersonal skills and very strong person-to-person relationship-building skills.
- Excellent problem-solving skills and demonstrated ability to project manage and prioritize multiple, changing demands.
- Demonstrated ability to be self-motivated in a high-pressure and demanding work environment.
- Proven ability to exercise diplomacy and good judgment.
- Exemplary attention to detail with excellent planning, organizational and time management skills.
- Ability to work independently using an above-average level of initiative.
- Ability to work as part of a fundraising team.
- Ability to maintain confidentiality.
- Demonstrated commitment to and understanding of the mission and values of St. Michael's Hospital.
- Willingness to work flexible hours, including some evenings and weekends.