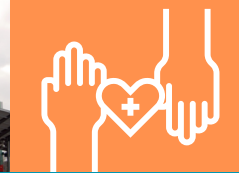


Cobequid
Health Centre
Foundation

Job Description: Gift Development Officer



+ Cobequid Foundation - About Us

Cobequid Health Centre Foundation's mandate is to support the work of the healthcare team at Cobequid Community Health Centre through funding priority medical equipment.

More than 150,000 patients walk through our doors each year in search of one vital thing: outstanding healthcare. Whether they require emergency care, are managing a chronic illness, or need routine tests, care is available for the entire family. Cobequid Community Health Centre has the second busiest Emergency Department in Nova Scotia. Known for our extraordinary care and compassion, we go the extra mile to help our patients and clients.

Our communities' needs are diverse and ever-changing and Cobequid Health Centre continues to grow and change with them. What sets Cobequid apart is all the unique services and programs we have to offer. Cobequid is home to the only public Youth Health Centre that is accessible without a referral. Our Youth Health Centre serves almost 4,000 young adults a year, aged 13 to 25.

We do it differently at Cobequid because we are different. We are the only day hospital of our kind in Nova Scotia. The demand for quality care close to home will continue to grow along with our vibrant neighborhoods. We are people from the community, taking care of our community. Each donation helps us make a difference in the healthcare that is available right here in our community. We are committed to transforming the community hospital experience, but we know we cannot embark on this ambitious journey alone.

Join our Team. Together we are making our community a healthier place to live.

+ Gift Development Officer Position Profile (1 FT)

Each member of the Foundation Team, regardless of their role, has the responsibility to steward donors, help fundraise, mentor volunteers, make volunteers feel welcome and appreciated, strive to work well independently and work collaboratively as part of the larger Foundation Team.

Cobequid Foundation is on an exciting trajectory of growth and is in search of an individual passionate about promoting community health, possessing logistical skills, and eager to make a positive impact. Reporting directly to the President & CEO, the prospective Development Officer ("Officer") will be responsible for establishing and overseeing both new and ongoing funding opportunities.

In this role, the Development Officer will be instrumental in crafting and executing a comprehensive annual and multi-year development plan, covering vital aspects such as major gifts, intermediate gifts, annual giving, and partnership fundraising. Collaborating closely with the President & CEO and key volunteers, the Officer will actively engage in fundraising efforts and relationship-building, demonstrating a clear understanding and advocacy for the Foundation's fundraising needs. A deep comprehension of the organization's mission and the profound impact of its work is crucial for the Officer.

The primary focus will be on securing high-level gifts from individual donors through specialized campaigns and projects. As a vital member of the fundraising team, the Officer will work on a portfolio of prospects and donors, contributing significantly to achieving the Foundation's annual financial targets.

Responsibilities also include actively participating in donor stewardship, conducting research on potential contacts, generating lists of prospective donors, and cultivating new relationships with business leaders. Furthermore, the Officer is expected to function cohesively within the Foundation team, supporting the President & CEO's work and ensuring regular updates on the progress of all initiatives. Proactivity and mutual support among team members are highly valued in this collaborative environment.

Key Responsibilities:

- Develop and execute effective strategies for fostering and sustaining long-term relationships with donors.
- Conduct prospect research to identify potential funders through various sources.
- Expand cause-marking partnerships to complement the annual campaigns.
- Research and assess funding opportunities including grants, partnerships, and foundations.
- Manage a portfolio of gift prospects, developing strategies for identification, qualification, cultivation, solicitation, and stewardship, with a focus on donors capable of contributing a minimum of \$10,000, emphasizing multi-year gifts.
- Identify opportunities for growth from the existing pipeline and raise revenue from individual, corporate, association, and foundation donors.
- Design, develop, and implement strategies to enhance ongoing and increased contributions to the Foundation.
- Ensure proper recognition of contributions and assist in coordinating stewardship materials with donors, providing updates on the impact of their giving.
- Collaborate with the President & CEO and Accounting & Donor Services Coordinator to create Gift Agreements between the Foundation and donors.
- Provide guidance and support to senior volunteers, fundraising staff, and hospital representatives, educating them on the role philanthropy plays in the center's success. Engage these individuals to assist with funding opportunities and priorities.
- Provide regular updates on fundraising initiatives, acting as an ambassador for the Foundation in the community and participating in events to cultivate and steward donors.
- Work with the President & CEO to effectively communicate the Foundation's vision, fundraising priorities, and donor impact through storytelling.
- Meticulously maintain the donor database using best practices for data entry and record-keeping.
- Acts as a positive ambassador of the Foundation to all external publics.
- Advise the President & CEO promptly on potential or occurring issues impacting the Foundation.
- Research and development of regional and community partnerships
- Comply with all Health and Safety Regulations and wear appropriate personal protective equipment as required.
- Adhere to all Cobequid Foundation and applicable Nova Scotia Health policies, procedures, and business ethics.
- The Officer will actively support the collection of committed funds by conducting timely follow-ups.
- Other duties as may be assigned by the President & CEO.

Volunteer Engagement:

- Guide volunteers on a variety of committees. Encourage volunteerism from all who have an interest in the Foundation both within the center and from community members. This includes making all volunteers feel welcome.
- Support committee volunteers by distributing meeting advisories, agendas, and minutes, and following up on action items.
- Planning of volunteer recognition events and activities. Stewardship of volunteers and ensuring volunteers receive appropriate recognition.

+ Preferred Skills

- 3-5 years of successful relationship building in charitable, non-profit, or private sectors.
- Relevant post-secondary degree or equivalent training and experience.
- Strong interpersonal skills to build relationships with individuals, corporations, and foundations.
- Experience with research, writing, and presentation skills.
- Ability to support others, recognizing and respecting individual differences.
- Accountable for establishing annual fundraising goals in consultation with the President & CEO.
- Knowledge and experience in the health sector is an asset.
- Fundraising experience with success in gift development and supporting senior volunteers is advantageous.
- Ability to thrive in a collaborative environment and work independently, showing initiative in donor contacts.

- High emotional intelligence and judgment in working with diverse stakeholders.
- Proficient in CRM databases and data entry.
- Strong organizational skills, handling multiple assignments and adjusting to changing priorities.
- Problem-solving, innovation, and creativity with a willingness to learn.
- Knowledge of graphic design programs and understanding of finance principles are considered assets.
- Reliability, flexibility, high energy, professionalism, motivational ability, self-starter, and high initiative.

+ All the Details

- Report to the President & CEO
- Work collaboratively with our President & CEO, Accounting & Donor Services Coordinator, Marketing & Communications Coordinator & Special Events Coordinator
- Position Location: Cobequid Community Health Centre located in Lower Sackville, NS. 100% in-person role due to the nature of the work.
- Work in an office environment and may participate in external fundraising activities.
- Expected to fulfill job requirements within prescribed working hours.
- Requires flexibility in working hours to accommodate fund development activities. Very Occasional evenings and weekends. Namely for community outreach events and several supporting committee meetings.
- Successful criminal records check.
- Adheres to confidentiality guidelines outlined in Foundation policies.
- Valid Nova Scotia driver's license and access to a vehicle.
- No supervisory responsibility; may provide mentorship to new staff, students, or interns.
- Wage Band: \$48,000-\$63,000
- Benefits: Ask for details on our Medical, Dental, Pension
- Anticipated start: April - June 2024

+Ready to Join Our Team

Submit a resume & cover letter by 4:00 pm on May 15, 2024 to:

Stacey Chapman, President & CEO, Cobequid Health Centre Foundation

2203-40 Freer Lane, Lower Sackville, NS B4C 0A2 stacey.chapman@nshealth.ca

Learn more about us on our website: www.cobequidfoundation.ca