



We're Hiring

Intro

Riverview Health Centre Foundation has an amazing opportunity for a caring, creative, and highly organized fundraiser to join our team as our **Development Officer**.

Who we are, what we do and how we help:

Riverview Health Centre Foundation raises funds in support of Riverview Health Centre, a 387-bed facility located on 25 acres of riverfront parkland on the banks of the Red River in the picturesque Riverview neighborhood. It is home to a variety of programs that meet the health care needs of Manitobans including progressive programming for patients and residents in hospital and personal care home units, as well as outpatient and community programs. Riverview Health Centre provides innovation through education and state of the art research activities, including virtual reality programs and dementia assessment and treatment.

Here's where you come in:

Riverview Health Centre Foundation is seeking someone who will actively create and build a strong donor experience through storytelling, high-quality, meaningful communications, and strong management of fundraising programs. Under the direction of the Executive Director, the Development Officer is a highly organized and creative individual, capable of managing multiple priorities and deadlines while working collaboratively with colleagues and other stakeholders.

Key Responsibilities

- Contribute to annual fundraising goals and fund development strategy;
- Develop, execute, and manage an annual fundraising campaign;
- Lead grant/foundation proposal applications;
- Craft meaningful donor impact reporting;
- Build and maintain strong, meaningful relationships with donors, sponsors, community, stakeholders through strategic relationship management that helps facilitate major and planned gift discussions;
- Manage and lead portfolio of mid to major gift prospects—identifying, cultivating, soliciting through to stewardship;
- Track activity in donor database;
- Actively maintain awareness of, and employ, the latest trends and best practices related to charitable giving and related tax advantages.

Experience

- Post-Secondary Education in a relevant program, or an equivalent combination of education and experience required;
- Well-developed written and verbal communication skills, with the ability to correspond effectively and inspiringly with donors and potential donors;

- 5+ years' related experience in fundraising, including donor engagement and implementing fundraising strategies;
- Proficient and detail-oriented in financial and language literacy;
- Experience and comfort with public speaking;
- Ability to be flexible to meet the requirements of the position in the hours/times needed
- A working knowledge of donor fundraising platforms (i.e., Raisers Edge) is an asset.

What we offer you in return

- Competitive salary with a range of \$75,000 - \$85,000 DOQ
- Comprehensive pension and benefits plan including an employer match
- Vacation starting at 3 weeks
- EAP and other Health and Wellness Benefits
- On site fitness center and low-cost parking
- Professional development and opportunities for growth
- Serene work environment in a beautiful park-like setting

How to apply

If this sounds like you, please submit your resume, cover letter and salary expectations, in confidence, to Bridgette Parker at bparker2@rhc.mb.ca no later than **4:00 p.m. on Wednesday, March 20, 2024.**