



## **St. Paul's Hospital Foundation Manager of Annual Giving**

St. Paul's Hospital Foundation believes in the power of generosity to save and change lives. Founded in 1982, St. Paul's Hospital Foundation advances St. Paul's Hospital's vision by raising, managing and allocating funds in keeping with donors' wishes.

St. Paul's Hospital Foundation is currently seeking a permanent, full-time Manager of Annual Giving to join our high energy Development team. The key function of this position is to manage our annual giving program and strategically target annual gifts from individuals, corporations and other organizations for the benefit of the patients we serve at St. Paul's Hospital and the Hospice at Glengarda. By way of efficient cultivation, development, and donor stewardship, this position delivers a critical outcome to the Foundation. Reporting to the Director of Philanthropy, the Manager of Annual Giving is instrumental to the fund raising success of the Foundation. This person will be dynamic, motivated and genuine.

### **Key duties and responsibilities:**

- Establish and maintain good working relationships with donors, volunteers, Hospital and Hospice staff, co-workers and external partners.
- Lead a direct mail fund raising program, an employee campaign and support the planning of special in-house and third party events with enthusiastic volunteer committees.
- Supervision on an Annual Giving Officer
- Maintain accurate and up-to-date information on all contacts and activities in the donor database.
- Participate in the development and execution of the Foundation's annual business plan as it relates to the annual giving program.
- Collaborate with others as required to complete assignments and support team efforts.
- Ensure that the Foundation, St. Paul's Hospital and the Hospice at Glengarda are well represented.
- This position requires strong organization skills, an individual that is detailed oriented with strong communication and planning skills.

### **Qualifications:**

**Education:** Post-secondary education required. CFRE designation or AHP Annual Giving Certificate would be considered an asset.

**Experience:** Experience in fundraising or in a relationship based field such as sales, life insurance, tourism, communications or marketing. Experience using a donor database or customer relationship database would be considered an asset. Successful candidate must have a valid driver's license and access to motor vehicle.

**Salary Range:** This position offers a salary range of \$55,909 - \$83,864 and an attractive benefit package which includes 3SHealth benefits, parking allowance, phone allowance, scheduled days off, support for learning & development, and a hybrid work environment.

If this opportunity speaks to you, we would love to hear from you by going to [www.essencerecruitment.ca](http://www.essencerecruitment.ca) to submit your resume before March 26, 2024.

We thank all candidates for their interest, however only those selected to continue in the recruitment process will be contacted.

*Please note you will be required to undergo a criminal background check in accordance with St. Paul's Hospital Foundation policies.*