



- **Organization:** Bowmanville Hospital Foundation
- **Title:** Development Coordinator
- **Description:**

Purpose of the Position

Durham Region is growing faster than ever before! The Bowmanville Hospital has a long and proud history of serving the Municipality of Clarington and surrounding communities. In recognition of the service of health care excellence and increased demand in the community, the Ministry of Health and Long-Term Care announced the approval for a redevelopment of Bowmanville Hospital.

Under the forward thinking direction of the Board of Directors; and dynamic leadership of a strong management team, the Bowmanville Hospital Foundation has embarked on a bold fundraising strategy to help meet the health care needs of this growing community. In order to meet our strategic objectives, we would like other dynamic and forward thinking individuals to join our team. The Foundation is looking for a creative, self-motivated individual to take on the role of Development Coordinator.

The newly created position plays the important role of executing all efforts related to the cultivation, solicitation, and stewardship of current and prospective donors to the Bowmanville Hospital Foundation. The incumbent also assists with the logistics necessary for Community Fundraising Events and development work in order to maximize fundraising effectiveness.

Reporting to the Chief Development Officer, the Development Coordinator will manage and execute all activities that support a strong, comprehensive fundraising program. The incumbent will enjoy working in a support role, within a small team, and hold a contributory mindset to enable achievement of the Foundation's financial targets. Previous experience or education in a fundraising capacity will be critical.

Primary Objectives

- Oversee a portfolio of annual individuals and corporate donors below \$5,000. Responsible for identifying, cultivating, soliciting, stewarding and acknowledging donors.
- Carry out cultivation and stewardship strategies developed to reach out to identify

annual fund donors.

- Foster relationship by building, managing and sustaining business relationships necessary to support the achievements of fundraising goals.
- Create a community of engagement by acquiring new local corporate participation, donations and community fundraising initiatives.
- Participate in and support Community Fundraising Events and activities as required.
- Meet approved annual fundraising goals through Community Fundraising events and other events to generate revenue through coordinated fundraising activities.
- Create an exceptional experience and positive interactions with business leaders and supporters; volunteers and organizers; participants, donors and partners.
- Actively participate in local networking and health related events that enhance the Bowmanville Hospital Foundation's presence in the community.
- Coordinate logistics for a variety of stewardship events.
- Perform current and consistent data entry with information regarding funds and donors.
- Perform regular data quality control to assure accuracy and completeness.
- Train and work alongside an appropriate mix of volunteers to support fundraising and community engagement activities.
- Anticipate needs and proactively search for solutions to ensure event organizer's expectations are met or exceeded.
- Establish and maintain information-tracking process regarding acknowledgement, recognition, on-going communications and continued cultivation for past and current donors.
- Maintain donor wall and all systems related to the stewardship of gifts for efficient acquisition, application, and maintenance of data.
- Proactively support the stewardship activities by assisting in establishing and coordinating individualized stewardship plans to donors in their portfolios.
- Draft donor acknowledgement letters.
- Set-up and maintain donor data in database program.
- Generate and compile statistical reports from database on a monthly basis or as needed.
- Coordinate with vendors and sponsors of events.
- Troubleshoot problems with reports and work to enhance reports to provide the most meaningful and accurate data possible.
- Assist other Foundation members with tasks, projects and assignments as needed to enhance the Foundation's fundraising strategy.
- Other duties as assigned

Qualifications

- Bachelor's degree or college diploma in a related field. However, work related experience will be given strong consideration for the right candidate.
- A minimum of 2+ years in a fundraising capacity will strongly be considered, but not necessary.
- Professional, positive, and approachable attitude. Ability to work and communicate with diverse group of people; including Board members, donors, volunteers, the public and staff.
- Exemplary organizational skills, including ability to handle multiple tasks, meet

deadlines and prioritize assignments.

- Superior communication skills, including demonstrated experience writing effective correspondence, reports and other print collateral.
- Aptitude for independent and cooperative decision making as well as proactive, creative and strategic thinking and problem-solving.
- Meticulous attention to detail including excellent proofreading and copy-editing skills.
- Ability to work as a team member as well as independently.
- Solid knowledge of MS Office -- Word, Excel, PowerPoint and Outlook. Experience working with spreadsheets, database software and online fundraising platforms would be an asset.
- Database management skills required with ability to produce reports and use advanced functions.
- Ability to think creatively and strategically.
- Ability to use discretion and diplomacy in dealing with donors, Board members, and colleagues and in handling confidential information.
- Understand confidentiality and willing to sign a confidentiality agreement.
- Ability to manage multiple priorities simultaneously.
- Self-motivated, detail oriented.
- Must be dependable and willing to work overtime as required.
- Valid driver's license and access to a vehicle preferred.

How to Apply:

Please send a cover letter and resume directly to v.castroianni@lakeridgehealth.on.ca. The Bowmanville Hospital Foundation thanks all applicants for their interest however, only those selected for an interview will be contacted.

For more information about the Foundation please feel free to check out our website at www.bowHF.com

*****Applications are due by February 19, 2019.***