



Calgary  
**Health Trust**  
**Organization and Position Overview**  
**Search for a Senior Development Officer**

## **ORGANIZATION OVERVIEW**

Established in 1996, the Calgary Health Trust (CHT) was formed to coordinate the efforts of the then many separate health care foundations attached to individual hospitals and healthcare centres.

As a Calgary-based charity, CHT has raised funds to transform health care in Alberta by funding state-of-the-art technology, innovative programs, research and education.

Through the incredible generosity of its donors, CHT has helped to raise more than \$459 million for health care. Funds raised benefit Foothills Medical Centre, Peter Lougheed Centre, Rockyview General Hospital, South Health Campus, many community health programs and 12 Carewest centres in the Calgary community.

Working closely with CHT partners, the CHT looks to identify the areas where philanthropy will have the greatest impact on health care within Calgary immediately and over the long-term.

CHT fundraising efforts focus on three healthcare priorities:

- developing world-class care;
- enhancing public and staff education about health care
- improving quality of life by accelerating research into action.

Health care touches all of us and CHT is proud to make a difference to the people they care about in particularly in the areas of:

- acute care;
- prevention and harm reduction;
- chronic pain clinic and outpatient care;
- palliative care; and
- labour and delivery and neonatal care.

CHT employs 29 dedicated professionals who work closely with Alberta Health Services (AHS) and community partners to identify key priorities where philanthropic supporters will ensure excellence.

## **THE ROLE**

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Reporting to the Director of Development & Campaigns, the Senior Development Officer will execute campaign fundraising strategies and cultivate relationships and gifts from individuals, foundations and corporations who are interested in giving to health care. A primary focus of the

role will be fundraising in support of CHT's Newborns Need campaign, which has raised 58% of its \$60 million goal to date.

## **KEY RESPONSIBILITIES**

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- Identify, coach, engage and support a leadership volunteer committee in campaign fundraising activities
- Manage a portfolio of major gift donors
- Create unique and personalized touch points and strategies for major gift level supporters. Apply, evaluate, and adjust the strategies to successfully realize strategic opportunities and achieve annual goals
- Maintain constructive relationships with Alberta Health Services, site staff leaders and CHT
- Maintain donor records in Raiser's Edge
- Implement engagement plans by effectively working across all CHT teams to implement, monitor and document all sponsor / donor relations activities
- Ensure assigned major donors are appropriately stewarded and engaged
- Execute strategic plan for campaign in conjunction with CEO, Board Chair, VP of Development and Cabinet Co-chairs
- Other duties as assigned

## **EXPERIENCE, QUALIFICATIONS AND EDUCATION**

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- Minimum 7 years of fundraising experience
- Demonstrable track record in securing and stewarding philanthropic gifts, grants, and sponsorships, at the \$50k+ level
- Campaign experience an asset
- Knowledge of health care philanthropy is an asset
- Demonstrated experience with development of cultivation strategies and managing a prospect portfolio
- Charitable sector experience is preferred
- Post-secondary education (4 year degree program or equivalent) required, a combination of education and experience will be considered.
- Proficiency working with a fundraising database (preferably Raiser's Edge) is an asset

## **ATTRIBUTES AND ABILITIES**

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- Results-oriented, self-motivated and able to work in an independent environment
- Effective prioritization & time management skills; ability to meet multiple deadlines
- Exhibit a high degree of diplomacy and discretion for all communications

- Acceptance of the mission and principles of the Donor Bill of Rights and Ethical Standards as outlined in professional fundraising practice (AFP)
- A thorough understanding of prospect research, major gift pipeline reporting, donor stewardship and integrating them into the fund development process
- Demonstrated exceptional organizational skills and thrives in a fast paced and dynamic environment while maintaining a stringent focus on achieving goals
- Has very strong technical skills including proficiency with Word and Excel
- Able to articulate confidently and effectively with all levels of internal and external contacts
- Bring new ideas and creativity, along with best practices and innovative approaches for donor engagement and stewardship
- Proven ability to manage many different projects simultaneously
- Has a donor centered philosophy
- Works collaboratively as a team player with a “can do” attitude
- Proven ability to set priorities, complete work with minimal supervision and meet deadlines
- Is friendly, welcoming, poised and professional
- Has a keen attention to detail
- Excellent communicator with strong interpersonal skills, tact and diplomacy
- Strong focus on accountability

#### **WORKING CONDITIONS**

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- Some travel to various sites around Calgary required; reliable access to transportation required
- Some early morning, evening, and weekend work required

#### **FOR ADDITIONAL INFORMATION**

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- [www.calgaryhealthtrust.ca](http://www.calgaryhealthtrust.ca)
- To explore this opportunity further, please send your resume and cover letter, in confidence, no later than July 15, 2019 to:

Karen Longden  
Manager, People Services  
[karen.longden@calgaryhealthtrust.ca](mailto:karen.longden@calgaryhealthtrust.ca)

- More than one position may be filled through this competition.