

Hospice Calgary guides children, teens and adults through the grieving process as they face a life threatening illness and death of a loved one. Our team of professionals provide individual, family and group support as well as 24 hour end-of-life care.

Our Mission

To help families and individuals achieve support, hope, and well-being through compassionate end-of-life and bereavement care.

Our Organization

We are leaders

We strive for excellence and provide high quality service to our clients.

We live our values

We don't just say we value compassion and empathy, we demonstrate these values daily.

We make a difference

We respect the individual needs of each patient/client and know we have a positive impact on the community.

Applications will be accepted until a suitable candidate is found. Only qualified applicants will be contacted.

Submit resume and cover letter with attention to Melissa Watamanuk, Fund Development Manager at [hiring@hospicecalgary.ca](mailto: hiring@hospicecalgary.ca)

Stewardship & Engagement Officer

1.0 FTE, Permanent

Are you interested in working in an organization that is dedicated to making a difference in thousands of lives each year?

Are you a people person who is committed to exceptional stewardship of donors?

Position Summary: This position manages aspects of fund development and donor stewardship and works with the Marketing & Development team.

(For full details see Position Description at www.hospicecalgary.com)

Primary Duties and Responsibilities:

- Develop standardized stewardship checklists and processes, and manage their implementation
- Create and deliver exceptional donor experiences
- Generate timely acknowledgement of gifts
- Analyze donor trends and adapt strategies to improve donor retention
- Monitor and manage tracking of donor stewardship preference data
- Meet regularly with Hospice Calgary program staff to identify key areas of interest to donors
- Support the strategic direction developed by the organization
- Develop and lead a volunteer stewardship program
- Produce accurate donor financial reports for both internal and external use
- Represent Hospice Calgary at public events as needed
- Assist with Hospice Calgary special events as needed
- Participate in Hospice Calgary's Marketing and Fund Development Committee

Qualifications:

- Bachelor's Degree in a related field with 2-5 years' experience is required. Equivalent experience will be considered.
- Previous non-profit experience is required
- Clear Criminal Record Check and Child Intervention Check required
- Prior experience using a donor CRM required, preferably Raiser's Edge
- Prior experience with public speaking required
- Strong interpersonal skills and demonstrated ability to work well in teams
- High level research, analysis, writing, and presentation skills
- Outstanding oral and written communication skills; advanced skills in Microsoft Office and Adobe Creative Suite

Working Conditions:

A standard work week is usually required (168 hours/month). Evening and weekend work is required on occasion. Ability to lift and carry up to 15 pounds. Some travel required within Calgary city limits.