

Hospice Calgary has been guiding children, teens, and adults through the grieving process as they face advanced illness and death of someone in their life for over 30 years. Our team of professionals provide individual, family and group support as well as 24-hour end-of-life care. We promise to have the difficult conversations about death, dying, and grief while hearing everyone's unique story and responding with compassion.

Our Workplace

Hospice Calgary believes people are the key to what we do. Each person is seen, welcomed, and recognized for who they are so that they can be their best selves.

Our Mission

To help people find hope and well-being through the provision of compassionate support and exceptional care during advanced illness, end of life, and grief.

Applications will be accepted until suitable candidates are found. Only qualified applicants will be contacted.

Submit resume and cover letter with attention to Kelsey Murdoch,
Marketing & Fund Development
Director [hiring@hospicecalgary.ca](mailto: hiring@hospicecalgary.ca)



WE VALUE AND EMBRACE:
COMPASSION • DIGNITY • EMPATHY
ETHICAL PRACTICE • INCLUSIVENESS
FAMILY-CENTRED CARE • RESPECT
EXCELLENCE • INTEGRITY • EQUITY
AUTHENTICITY • RESPONSIVENESS

Join Our Fundraising & Marketing Team!

Fund Development Officer
1.0 FTE, Permanent Full Time

Position Summary:

The Fund Development Officer is responsible for advancing the mission of Hospice Calgary's by fostering strong relationships with donors and volunteers. The position generates donations from individuals, corporations, and foundations by managing a portfolio of donors and prospects.

The Ideal Candidate:

Is Passionate About Making a Difference in the Lives of Others

The ideal candidate has a strong desire to work for a charitable organization that puts client needs at the centre of all its activities. The candidate is motivated to help people of all ages who are living with illness or grief.

Is an Experienced Fund Development Officer – The successful candidate is relationship oriented and detail driven with excellent communication skills and ability to speak clearly and confidently about the services that Hospice Calgary offers.

Is a Collaborator – The ideal candidate is a team player and seeks ongoing learning and development.

Qualifications & Competencies:

- Bachelor's Degree in a related field.
- 2-5 years' related experience.
- In depth knowledge of donor data systems, Raiser's Edge experience is required.
- Outstanding oral and written communication skills; advanced skills in Microsoft Office.
- Strong interpersonal skills and demonstrated ability to work well in a team environment.
- High-level research, analysis, writing, and presentation skills.
- Membership with Alberta Fundraising Professionals (AFP) considered an asset.

For Complete Job Description and Qualifications:

View the full job description at

<https://www.hospicecalgary.ca/careers>