



## **Fund Development Officer** **Position Description**

**Position Title:** Fund Development Officer

**Reports To:** Director of Development

**Status:** 1.0 FTE, Permanent

### **Position Summary:**

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

The position works within the guidelines, policies and mission of the organization and is accountable and responsible for specific projects as assigned.

The position also contributes to an ethical, safe, and inclusive environment through knowledge and practice of the organization's policies and procedures.

### **Annual Giving, Direct Response, and Monthly Donor Responsibilities**

- Coordinates the organization's annual direct mail campaign.
- Analyzes data and determines appropriate segmentation to support mail and email campaigns.
- Works alongside our Marketing and Communications Officer to create engaging written materials for fundraising campaigns.
- Coordinates and looks for growth opportunities for the monthly donor program and future campaigns.
- Works with the Director of Development to identify and cultivate major donors in the annual giving stream.

### **Major Gift, Grant Writing and Sponsorship Responsibilities**

- Actively solicit, manage, and grow corporate and individual donors and prospects, with a focus on gifts of \$2,500 - \$20,000.
- Actively search and apply for grant opportunities that align with Hospice Calgary's mission.
- In collaboration with the Director of Development, use identification, research, and qualification processes to generate prospects and grow major gift revenue.
- Working with the Fund Development & Marketing team, cultivate relationships and secure sponsorship opportunities for Hospice Calgary's signature fundraising events

### **Key Administration Responsibilities**

- Maintains relevant donor information in Hospice Calgary's Raiser's Edge system.
- In collaboration with the Director of Marketing and Fund Development, generate timely acknowledgement and stewardship of gifts in accordance with the Donor Stewardship Matrix.
- Supports the strategic directions developed by the organization.
- Produces accurate donor financial reports for both internal and external use.
- Represents Hospice Calgary at public events as needed.
- Assists with Hospice Calgary special events as needed.
- Performs other duties as required.

### **Qualifications & Competencies:**

- Bachelor's Degree in a related field.
- Minimum of 2-5 years' related experience with a proven track record of successful fundraising
- In-depth knowledge of a donor database system (CRM); Raiser's Edge experience is considered an asset.
- Knowledge of Calgary's philanthropic community considered an asset
- Outstanding oral and written communication skills; advanced skills in Microsoft Office.
- Strong interpersonal skills and demonstrated ability to work well in a team environment.
- Presents with a professional and respectful demeanour when working with donors, staff, and volunteers from a diversity of backgrounds.
- High-level research, analysis, writing, and presentation skills.
- Fun, energetic, positive attitude Membership with Alberta Fundraising Professionals (AFP) considered an asset.
- Prior experience with public speaking.

### **Working Conditions**

- A standard work week is usually required (Monday – Friday), and note that this role will require you to be in the office most days with some flexibility to work from home.
- Some flexibility in work hours
- Evening and weekend work is required on occasion
- Ability to work in a shared office environment
- Ability to lift up to 15 pounds