

Job Posting

Erie Shores Health Foundation

Title: Director of Development and Stewardship

Reports to:
Executive Director

Unit: Erie Shores Health Foundation Office

Location: Leamington, Ontario

Date Posted: July 8, 2019

The Erie Shores Health Foundation, is a public, parallel Foundation with the mission of raising funds for health services in support of Erie Shores HealthCare and the Erie Shores Hospice. These funds are raised through charitable activities to support the capital and equipment needs of the hospital, and the operational needs of hospice.

POSITION SUMMARY:

Reporting to the Executive Director, the Director of Development and Stewardship serves as a member of the senior leadership team. Under direction of the ED, this position is responsible for securing major gifts, planned gifts and all fundraising/development activities for a capital campaign. The Director will help forge new relationships to build visibility, impact, and financial resources; along with design and implement a comprehensive plan for developing external alliances by cultivating individual and corporate philanthropic support.

ORGANIZATIONAL DUTIES AND EXPECTATIONS:

1. Creates and promotes cases for support of Erie Shores Health Foundation fundraising initiatives.
2. Aids in the coordination of the fundraising database. Assists with the inputting of donor data from events/projects for which they are the lead.
3. Establish and implement the infrastructure needed to grow revenue through major gifts, planned gifts, grants and corporate and foundation support.
4. Develop and implement a stewardship and naming opportunity program aimed at cultivating deeper ties with donors and sponsors.
5. Assist with various communication tools including print, electronic and social media.
6. Act as the agency representative at community events as appropriate.
7. Liaise with external non-profit organizations and internal staff and volunteers to support resource development and stewardship activities to benefit the organization.
8. Seeks out and evaluates external fundraising and grant proposals to determine their worthiness to the organization and brings such proposals and activities to the attention of the Executive Director.
9. Ensures all file management and reporting functions are maintained in a comprehensive and timely manner.
10. Monitor all donor information; provide and present statistical analysis to the ED.
11. Serves as an ambassador of the organization.
12. Practices leadership by demonstrating continuous quality improvement, including monitoring, analyzing trends and developing and implementing remedies.
13. Adherence to all organization policies and procedures.
14. Other duties as assigned, and which are within the scope of the position and which further the objectives/goals of the organization.

KEY QUALIFICATIONS REQUIRED:

1. Education: A degree in Business, Marketing, Communications or related discipline with a certificate in Fundraising Management is preferred. An equivalent combination of recent and relevant education and experience is considered.
2. Certified Fund Raising Executive (CFRE) designation is an asset.
3. Related Experience: 5 to 7 years of recent and relevant experience in a fundraising capacity in an agency, government department or institution responsible for the delivery of health, human or social service.
4. Knowledge & Skills: Demonstrated skill in fundraising management and expertise, capital campaigns, presentation and public speaking skills.
5. Abilities: Communication-written and oral, planning, interpersonal, and graphic design.
6. Technical: Proficiency in Raiser's Edge software, Word processing, Databases, Excel, and social media.
7. Coping: Able to maintain a mature problem-solving attitude while dealing with interpersonal conflicts, hazardous conditions, personal rejection, hostility or time demands.
8. Tolerance of Ambiguity: Able to withhold actions or speech in the absence of important information: deal with unresolved situations, frequent change, delays or unexpected events.
9. Decisiveness: Able to make decisions quickly on available information and take action, make commitments and not change decisions when challenged, deal with emergencies as necessary.
10. Decision Making and Problem Solving: Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues, able to use reason, even when dealing with emotional topics. Able to define alternate courses of action, regularly trouble shoots solutions and regularly questions assumptions.
11. Reading the System: Able to recognize and use information about organizational climate and key individuals to accomplish legitimate organizations goals; be aware of the importance of timing, politics and group processes in managing change. A key understanding of the Windsor-Essex County community is an asset.
12. Creativity: Able to develop unique and novel solutions to problems; use intuition and a new way of thinking to give to new ideas; to present information in an attention-getting and interesting manner.
13. Team Building: Skilled in participative management, able to confront negative attitudes, build personal/team goals, show task and people concern.
14. Commitment to Task: Self-directing to get results, high level of past achievement, achieves despite difficult personalities, high task orientation, willing to sacrifice to get results.
15. Interpersonal Savvy: Relates well to people both inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships, uses diplomacy and tact; able to build and sustain appropriate networks, partnerships and collaborations with individuals inside and outside the organization.

Qualified applicants interested in the position are to email a cover letter and resume outlining their qualifications to ccolautti@ldmh.org no later than 4:30 pm on Monday, July 22, 2019 clearly indicating Director of Development and Stewardship in the subject line. The salary range is \$75,000 to \$90,000 annually, with competitive benefits and pension.