

Posting #: NKF-2018-02

Position: Manager of Development and Planned Giving

Status: FULL-TIME, PERMANENT

Department/Service: NEO KIDS FOUNDATION

Site: RAMSEY LAKE HEALTH CENTRE

PURPOSE:

Reporting to the President of NEO Kids Foundation, the Manager of Development and Planned Giving applies a proactive and integrated approach to new fund development opportunities while establishing, maintaining and monitoring donor relationships and prospecting new donors.

DUTIES:

Giving Programs

- Oversee and grow the Annual Giving Campaign, plan and launch the Legacy Giving and Major Gifts programs, and manage the logistics of all incoming gifts;
- Answer donor and professional advisor questions pertaining to gift types;
- Work with the President on goals, objectives and strategic plans for major and legacy gifts;
- Develop and implement a strategy to secure major and planned gifts across the northeast region from foundations, corporations, organizations and individuals;
- Provide monthly and quarterly reports of key activities and financial indicators for each of the giving programs.

Fund Development

- Implement fund development strategies and achieve financial goals as established by the President;
- Provide support with data entry, receipting and thank you cards in the absence of the Office Administrator;
- Establish metrics and tracking methods for solicitation activity;
- Provide sponsorship support in the form of identification and solicitation of prospects and existing connections;
- Provide assistance and support for special events when required, working closely with the Manager, Events and Marketing;
- Manage and grow our annual fund development plan with specific targets;
- Provide support to the President and the Board of Directors in the cultivation, solicitation and stewardship of major prospects and donors;
- Contribute to the development of an annual budget in collaboration with other members of the NKF team;

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- Maintain current knowledge of giving trends and other campaigns being conducted within the northeast region.

Donors & Prospects

- Navigate through the identification, discovery, cultivation and solicitation of prospects;
- Maintain and update the prospect pipeline;
- Responsible for the proper recognition and stewardship of donors;
- Track invitation calls, meetings and all prospect/donor interactions;
- Develop and execute cultivation plan for key donors and prospects;
- Develop and maintain personal contact with prospects, donors and stakeholders to deepen their engagement and to attract new and increased investment.

QUALIFICATIONS:

EDUCATION AND TRAINING:

- University degree or college diploma in the fundraising or sales fields.
- Willingness to work towards a Certified Fund Raising Executive (CFRE) designation.

EXPERIENCE:

- Minimum of 3-5 years' experience in successfully executing major gift, planned giving and legacy fundraising (this includes identification, cultivation, solicitation and stewardship) OR a successful sales and marketing career with a proven track record of growth;
 - Hospital fundraising and campaign experience is an asset
 - Proven success in closing gifts/sales a must;
 - Solid understanding of what drives prospects and donors to support, and a superior understanding of the options that might appeal to them;
 - Expert knowledge of strategic, creative and tactical practices and procedures, with a strong focus on fundraising, relationship development, and working with various stakeholders;
 - Excellent judgment in a variety of situations;
 - A strong relationship builder with excellent communication skills who works well in a collaborative environment with diverse groups of people including staff, committees, volunteers, physicians, hospital staff, and boards of directors;
 - Ability to work both independently and in a team environment;
 - Excellent project management, prioritization and time-management skills to manage multiple on-going projects simultaneously in a fast paced environment;
- Demonstrated creativity and ability to write proposals that inspire donors and foundations in support of approved NEO Kids and Family Program priorities;

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- Excellent presentation skills, with experience speaking to diverse and influential audiences;
- A passion for children and their health care needs;
- An organized self-starter;
- Knowledge of and/or involvement with key northeastern Ontario networks and organizations is an asset;
- Superior written and verbal skills;
- Excellent interpersonal skills and a positive attitude to work effectively, collaboratively, diplomatically, and confidentially with a variety of stakeholders including donors/prospective donors, hospital employees, physicians, families and volunteers;
- Exceptional attention to detail. Ability to develop, execute, and follow through multiple priorities, plans, and deadlines simultaneously;
- Excellent business sense and sales and fundraising acumen;
- Valid driver's license and daily access to a reliable vehicle;
- Bilingualism is a definite asset but not a requirement;
- The successful candidate will be required to obtain a current Police Criminal Record Check.

WORKING CONDITIONS:

A standard work week of 37.5 hours, but evening, weekends, and overtime hours may be required on occasion to represent the NEO Kids Foundation at events.

SALARY: Commensurable with experience.

**NEO KIDS FOUNDATION THANKS ALL APPLICANTS.
ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED.**

**APPLICATIONS SHOULD BE SUBMITTED VIA EMAIL TO:
NEOKIDSFOUNDATION@HSNSUDBURY.CA NO LATER THAN
February 26, 2018.**