



## **St. Paul's Hospital Foundation Communications and Stewardship Officer**

St. Paul's Hospital Foundation ("SPHF") believes in the power of generosity to save and change lives. Founded in 1982, St. Paul's Hospital Foundation advances St. Paul's Hospital's vision by raising, managing and allocating funds in keeping with donors' wishes.

SPHF is growing and is currently seeking a permanent, full-time Communications and Stewardship Officer to join our high energy Development team. The key function of this position is to provide communications and stewardship services including donor relations, media relations, writing, editing, publication production and design supervision, social media management, and website content production. This position plays a key role in executing donor-centric communications and stewardship activities at SPH Foundation. This position reports to the Manager of Communications and Stewardship.

### **Key duties and responsibilities:**

- research, write, edit, proofread and post compelling fundraising and marketing content for print, radio, television, digital, website and social media platforms;
- convey complex, sensitive and technical information to non-technical, less knowledgeable audiences through the research and development of fundraising program information, cases for support, and fundraising case materials and support information.
- donor, grateful patient, employee and volunteer relations including stewardship support to secure meetings, interviews, photographs, and other fundraising and stewardship information;
- media relations including: media liaison and writing media advisories, media releases, public services announcements, backgrounders, fact sheets and information packages;
- communications services including project management, content development, and distribution of marketing materials and publications;
- work with and supervise contract suppliers (agencies, graphic designers, photographers, printers, media suppliers) to ensure efficient and accurate development and distribution of content;
- public relations and event support including: coordinating events and meetings, writing speaking notes and other event-related materials, developing PowerPoint and video presentations, and securing promotional materials
- other duties, as required, to support the Communications and Stewardship department

**Qualifications:**

**Education:** Degree in marketing, communications, journalism, public relations or related field .

**Experience:** One to three years of experience in the communications field with specific experience in storytelling, media relations; publication production, social media marketing, project management and scheduling. Raiser's Edge, website content management and Google Analytics experience will be considered an asset. Membership in a professional communications organization (i.e. IABC) or fundraising organization (i.e. AFP) will be considered an asset.

**Attributes:**

- High degree of ethics and professionalism with strong attention to detail.
- Ability to operate in a team environment, shares information and knowledge with colleagues.
- Excellent interpersonal, communication, writing, presentation and leadership skills.
- Ability to commence initiatives, organize and prioritize work tasks, and function under minimal supervision.
- Innovative and driven.
- Ability to maintain confidentiality.
- Inspiration to build and maintain a network of quality professional relationships.

**Salary range:** \$46,052 - \$69,077 (pay band 4) annually plus an attractive benefits package.

If this opportunity speaks to you, we invite you to apply before October 5, 2021 by submitting your resume with references to Human Resources, St. Paul's Hospital Foundation at [info@sphfoundation.org](mailto:info@sphfoundation.org) or by mail to 1702 20<sup>th</sup> Street West, Saskatoon, SK S7M 0Z9.

We thank all candidates for their interest, however only those selected to continue in the recruitment process will be contacted.

*Please note you may be required to undergo a criminal background check in accordance with St. Paul's Hospital Foundation policies.*