



St. Paul's Hospital Foundation Major Gifts Officer

St. Paul's Hospital Foundation 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.

St. Paul's Hospital Foundation is currently seeking a permanent, full-time Major Gifts Officer to join our high energy Development team. The key function of this position is to attract major gifts to the Foundation, maintain donor relationships, and help donors fulfill their philanthropic ambitions. By way of efficient cultivation, development, and donor stewardship, this position delivers a critical outcome to the Foundation. Reporting to the Major Gifts Manager, the Major Gift Officer is instrumental to the fund raising success of the Foundation. This person will be dynamic, motivated and genuine.

Key duties and responsibilities:

- Identification, cultivation, and solicitation of major donors
- Assist with stewarding major donor relationships
- Research potential donors that are aligned with the mission and vision of the Foundation.
- Prepare and present Foundation proposals and documents in support of major gift requests.
- Facilitate gift agreements in line with Foundation policy that outline the commitment of the donor, the Foundation, and how the gift will be recognized and celebrated.
- Keep accurate and up-to-date information on all contacts and activities in the donor database.
- Participate in the development and execution of the Foundation's annual business plan.
- Collaborate with others as required to complete assignments and support team efforts.
- Ensure that the Foundation and St. Paul's Hospital are well represented.

Qualifications:

Education: Post-secondary education required. CFRE designation or AHP Major Giving Certificate would be considered an asset.

Experience: Experience in fund raising or in a relationship based field such as sales, life insurance, tourism or marketing. Experience using a donor database or CRM database would be considered an asset. Successful candidate must have a valid driver's license and access to motor vehicle.

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: \$55,909 to \$83,864 (pay band 5) annually plus an attractive benefits package.

If this opportunity speaks to you, we invite you to apply before February 1, 2020 by submitting your resume with references to Human Resources, St. Paul's Hospital Foundation at info@sphfoundation.org or by mail to 1702 20th 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.