



HOSPITALS OF REGINA®
FOUNDATION

Better lives. Made possible by you.

JOB PROFILE

POSITION TITLE: Development Officer
REPORTING TO: Senior Manager, Development
JOB CLASSIFICATION: Professional
LAST REVISED: March, 2021

JOB SUMMARY

Hospitals of Regina Foundation (HRF) is dedicated to improving patients' lives by raising funds for the advancement of health care in our community. Since 1987, the Foundation has raised over \$200 million and supported technology and equipment investments, education and patient-centered research for Regina's three hospitals – Regina General Hospital, Pasqua Hospital and Wascana Rehabilitation Centre.

Reporting to the Senior Manager, Development, the Development Officer is responsible for the growth and support of third-party community fundraising events, and business and school fundraising partnerships. In addition, this position will assist with the coordination and oversight of HRF-branded events. The Foundation currently produces one major branded event per year.

This externally facing position is responsible for a key source of revenue for the Foundation. Frequent evening and weekend work is required. The successful candidate has knowledge of Federal and Provincial regulations for fundraising events, charitable receipting and gaming licensing. In addition, the successful candidate is a self-starter with a strong attention to accuracy and detail, excellent customer service/donor relations skills, a demonstrated ability to solve problems and good written and verbal communication skills.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Responsible for meeting annual revenue and activity targets.
- Grow the number of community special events, business and school partnerships through proactive strategies and work.
- Provide support to community leaders and organizing committees for their special event. This may include attending event committee meetings, providing information on receipting, supporting promotion of the event, securing raffle licenses, and day-of event work.

- Provide support to business or school activity organizers. This may include establishing peer-to-peer fundraising pages or activity based fundraising pages, attending planning meetings and providing information on receipting.
- Oversee the scheduling, tracking, and project management of each special event, business and school partnership.
- Responsible for the financial tracking of event expenses and SLGA licenses, and ensuring accurate charitable receipting processes and regulations are adhered to.
- Provide support to Foundation senior leaders by way of briefing notes, speaking notes, and event status reports.
- Attend all special events and coordinate additional staff participation when appropriate.
- Responsible for the set-up of peer to peer events using pledge-based software and event websites; ensure all social media and other promotional commitments are met.
- Ensure special events, business or school partnerships are promoted and recognized in a timely fashion on the HRF website and/or social media channels before and after the event, as appropriate and in accordance with the Foundation's stewardship matrix.
- Under the direction of the Senior Manager, Development, secure sponsorship for HRF events.
- Provide outstanding stewardship to event and partnership organizers including, but not limited to, thank you letters, stewardship reports, social and traditional media support, recognition on the Foundation's donor walls, and holiday cards.
- Ensure accuracy of, and provide input to, centralized stewardship activities as they relate to community special events, business and school partnerships.
- Ensure all activity is recorded in Raiser's Edge database accurately and in a timely fashion.
- Actively participate in the Foundation's annual business planning and budgeting activities.
- Other duties, as assigned.

KEY SKILLS AND COMPETENCIES

- Strong project management skills, with proven ability to manage timelines and budgets
- Experience in successfully securing donations/event sponsorships
- Thoroughness, accuracy and attention to detail in all aspects of work
- Creative problem solver with the ability to meet tight deadlines
- Strong relationship building skills

- Self-motivated but also has the ability to work in a team environment
- Strong written and oral communication skills
- Understanding of, and strong commitment to, fundraising ethical principles
- Professional manner

EDUCATION AND EXPERIENCE

- Post-secondary degree and/or equivalent related work experience
- Two or more years of broad-based fundraising experience
- Experience working with volunteers and community groups
- Project management experience
- Proficiency with Microsoft Office Suite including Outlook, Excel, PowerPoint and Word
- Knowledge of Raiser's Edge, AKA Raisin, or other fundraising software highly desirable

OCCUPATIONAL NEEDS

The Development Officer works 37.5 hours per week in a hospital office environment. However, the Foundation is currently following its COVID-19 pandemic protocol and the Development Officer will work remotely from home until further notice. Weekend and evening work is occasionally required in order to support community and Foundation events.

A valid driver's license and access to a reliable vehicle is required.

LOCATION

Regina, Saskatchewan

The salary range for this position is \$50,000 - \$70,000 per year. However, the Foundation may choose to make an offer outside of this range; a final offer will be dependent on the experience, skills and education of the selected candidate.