

POSITION DESCRIPTION

Development Officer, Major Gifts

Position Overview

Organization: Chatham-Kent Health Alliance Foundation

Title: Development Officer, Major Gifts

Reports to: Director of Development

Primary Location: 9 Ursuline Avenue, Chatham, Ontario, N7M 5L9

Alternate Location: 325 Margaret Ave., Wallaceburg, ON N8A 2A7; as needed

Position: Parental Leave Replacement (12-month contract)

This is a temporary, full-time, fixed-term position covering a planned parental leave for an estimated duration of 12 months. Full-time is considered a minimum of 37.5 hours weekly. Evenings and/or weekends as necessary. We offer a balanced hybrid work environment, requiring three days on location and providing up to two remote workdays, per week.

The anticipated term is November 2026- November 2027, subject to change based on the returning employee's leave timeline.

Salary Range: \$75,504-\$88,828 annually

Is this you?

Are you a dynamic and innovative development professional with a proven track record of securing major gifts ranging from \$10,000 to \$100,000+? Chatham-Kent Health Alliance Foundation (the "Foundation") has an exciting opportunity for a Development Officer. Join us in advancing our mission and making a lasting impact in healthcare philanthropy.

Statement of Job Purpose and Responsibility:

As the Development Officer, you will be responsible for inspiring philanthropic support, this entails identifying potential donors, qualifying their interests, cultivating relationships, soliciting contributions, and providing stewardship.

You will collaborate strategically with Foundation staff, industry professionals, fundraising volunteers, hospital leaders, physicians, and healthcare professionals to achieve these goals. Building strong relationships, effective stewardship, and direct gift solicitation will be central to your role.

The Ideal Candidate:

- Successful completion of post-secondary degree or diploma and/or equivalent experience.
- CFRE designation is an asset.
- Minimum of five (5) years of fundraising experience, preferably in health care and/or post-secondary educational setting or equivalent transferable experience.
- Demonstrated success in securing major gifts.
- Confidence in meeting with donors 1:1 and building relationships.
- Experience meeting and exceeding fundraising targets.
- Superior interpersonal and collaboration skills – able to engage and interact effectively with all levels of the organization and key stakeholders.
- Demonstrated excellent communication skills (verbal and written).
- Experience in creating and presenting compelling proposals to donors.
- Excellent organizational and project management skills, inclusive of effective monitoring, analysis and delivery of measurable results.
- Proven ability to exercise diplomacy and good judgment.
- Proficient in the use of all corporate productivity tools including Excel, Word, PowerPoint, as well as Raiser's Edge or other donor database management systems.
- Ability to maintain confidentiality.

Primary Accountabilities: (not in priority order or percentage of time)

- Works with the Director of Development to develop a comprehensive fund development plan focused on reaching and exceeding identified fundraising targets.
- Work effectively in partnership with all members of the Foundation, volunteers and Hospital staff to facilitate maximum philanthropic support for the Hospital's fundraising priorities.
- Manage a personal portfolio of major gift donors and prospects ranging from \$10,000 to \$100,000+.
- Develop and implement individual plans for identifying, assessing, qualifying, cultivating, soliciting, and stewarding gifts from individual, private foundations and corporate partners to meet gift objectives.
- Educate donors in the mission and priorities of Chatham Kent Health Alliance (CKHA) and the Foundation.
- Work in collaboration with Director of Development to develop detailed budget, monitor and approve all budgeted expenditures; develop critical paths.
- Partner with Manager Marketing & Communications to develop proposals and stewardship reports.
- Input activity in Raiser's Edge to report on progress toward achieving gift objectives.
- Provide regular activity reports as required to Director of Development and other team members as appropriate.
- Represents the Foundation within the community at various meetings and fundraising events when required, for example, Chamber of Commerce and/or Service Club meetings.
- Support stewardship initiatives including stewardship reports, annual donor reception, site tours, gift announcements and ribbon cuttings

Hospital Relationships:

- Engage with Hospital leadership, physicians and staff as necessary to help engage the community in the philanthropic goals and to assist with the stewardship of donors.

Volunteer Relationships:

- Supervise, coordinate and effectively engage volunteers in the identification, cultivation, solicitation and stewardship of donors toward achieving fundraising goals.

Administration and Teamwork:

- Be a positive role model for Foundation team
- Liaise with Operations and Governance Manager to identify prospects that are appropriate matches for priority areas.
- Maintain accurate and comprehensive donor records in database (Raiser's Edge NXT)

Other Responsibilities:

- Act as an Ambassador throughout the Community, positively representing the Hospital and the Foundation.
- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect.
- Other duties as assigned from time to time to meet the overall goals and objectives of the Chatham-Kent Health Alliance Foundation.
- Abide by the policies and procedures of the CKHAF and CKHA.
- Abide by the *Occupational Health and Safety Act*, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Operate within culture and core values of the organization.