



Annual Giving Officer

Position Summary

Reporting to the Annual Giving Manager, the Annual Giving Officer will be responsible for the development and growth of annual giving programs including community engagement through events. Through a multi-channel approach, this key member of the Development team will be focused on growing the annual giving portfolio, will serve as primary contact for community events and will contribute to positioning the Saint John Regional Hospital Foundation as the charity of choice in New Brunswick.

Job Summary

The Annual Giving Officer will be responsible for the development of new annual giving programs, as well as growth of existing ones which include but not limited to:

- Growing Memorial Giving program
- Leading in-hospital targeted campaigns, such as Baby Wall
- Supporting the Development team in fulfilling stewardship goals
- Build corporate engagement plan that includes consistent reporting and distribution of collateral such as newsletters and annual reports.
- Assist in coordinating and delivering digital campaigns (i.e. Giving Tuesday)
- Support Communications team in identifying and increasing video testimonials as part of overall donor communications strategy.
- Working proficiently with Raiser's Edge NXT to effectively report on Annual Giving programs on an ongoing basis.
- Participating in further education and updating skills through provided courses, seminars and conferences.
- Working with Community Giving Coordinator:
 - Supporting event planning and stewardship activities for signature, 3rd party and stewardship events.
 - Expanding and introducing community events into new geographic markets.



Qualifications and skills required:

- Be detail oriented, have the ability to work under pressure and meet deadlines
- Ability to work with stakeholders in, and outside of, the SJRH(F) to advance programming and revenue generation.
- Be a professional, engaging representative of the SJRHF to all connected to the organization.
- Ability to collaborate with colleagues across the organization in driving new initiatives and enhancing existing programs
- Must be 'tech-savvy' and not intimidated to learn to technology systems or platforms
- Project management experience would be an asset
- Must be a team-player and great written and oral communicator
- Ability to maintain and build new and long-term relationships with sponsors, volunteers, committee members and community groups
- Able to work flexible hours, evenings and weekends when required

This posting will be active until June 25, 2021; however, interested candidates are encouraged to express their interest promptly as candidate submissions will be evaluated on an ongoing basis. Candidates who wish to apply for this position should ensure that a resume and letter of interest are sent to SJRH.Foundation@HorizonNB.ca. All inquiries will be kept in strict confidence. We offer a competitive salary and benefits, as well as a terrific team environment! We thank those who apply but only those selected for interviews will be contacted.