

Development Associate

We believe people deserve care that is above and beyond the standard. We believe in *caring for you* and *innovating for the world*.

This is why we inspire investment in excellence at London Health Sciences Centre (LHSC). London Health Sciences Foundation (LHSF) has recently completed the largest hospital campaign in Southwestern Ontario support raising an astonishing \$215 million.

LHSF is now building upon the amazing response of our community during Campaign to inspire philanthropy in support of a vision that will continue to transform how we treat patients. This vision includes, but not limited to, key programs like Cancer care, Cardiac Care, Mental Health, Orthopaedic Care and Women's Care.

ABOUT LHSF

London Health Sciences Foundation is a charity accredited by Better Business Bureau and Imagine Canada. Our goal is to link our community and health care experts together in pursuit of medical excellence at [London Health Sciences Centre \(LHSC\)](#).

Our Mission: To inspire investment in excellence at London Health Sciences Centre

Our Vision: To meet the needs of London Health Sciences Centre by revolutionizing the response of our communities to health care philanthropy

Our Values: Trust – Respect – Focus – Collaboration - Accountability

OPPORTUNITY:

London Health Sciences Foundation (LHSF) is looking for a well-organized **Development Associate, Major and Planned Giving** who is resourceful, creative, and maintains a donor-centric philosophy. Reporting to the Director, Major Giving and the Manager, Planned Giving, the Development Associate will work with the teams responsible for identifying, cultivating, soliciting and stewarding major and planned giving donors/prospects. The Development Associate will work collaboratively with Development Officers to identify, track and manage donor/prospect pipelines and ensure fundraisers are provided with timely, appropriate, and relevant information to guide Major and Planned Giving strategy.

SKILLS / EXPERIENCE / QUALIFICATIONS:

Successful completion of post-secondary degree or diploma and/or equivalent related work experience and minimum 3-5 years related work experience.



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- Strong database experience - Raiser's Edge experience preferred.
- Strong computer skills and experience, including proficiency and expertise in Microsoft Office applications.
- Must have excellent organizational skills, attention to detail and strong ability to multi-task.
- Must be able to demonstrate success in managing multiple deadlines and flexibility in taking on projects as assigned.
- Professional, confident, positive and self-motivated work style.
- Able to successfully work in a collaborative, team-oriented organization.
- Must have good interpersonal skills, including the ability to use tact and diplomacy.
- Able to maintain discretion as relates to donor requests and gift information.
- Able to work independently and effectively on a variety of priority projects with competing deadlines with a high degree of accuracy.
- Able to interact effectively with all levels of the organization at LHSF and LHSC, members of the public and the ability to maintain confidentiality.
- Availability to work flexible hours as needed.
- Understanding of the legal process as it applies to estate planning, Will interpretation, and the various steps and duties of all parties in an estate administration.
- Comfort, empathy and tact in dealing with delicate situations and external parties.

FUNCTIONS/DUTIES:

- Proactively takes initiative in developing new analytical tools and reports to inform fundraising strategy.
- Independently reviews, assesses and implements new processes and procedures that enhance prospect/donor identification, cultivation, solicitation and stewardship.
- Provides support in the execution of the major and planned giving annual business plan.
- Develops presentations and reports as required for Major and Planned Giving activity and performance.
- Works actively with Donor Relations and Stewardship team to execute innovative stewardship strategies.
- Consistently monitors major and planned giving donors/prospects in pipeline and provides relevant and timely information and analysis that will positively move donor/prospect relationships forward.
- Ensures that donor/prospect information gathered is appropriately recorded in the Foundation's central database (Raiser's Edge).
- Works with the Information Management Team to enhance and maintain data integrity.
- Attends and supports fundraising, cultivation and recognition events as needed.
- Manages the scheduling of donor and prospective donor meetings, as well as internal foundation and/or hospital meetings and calendars as necessary.
- Prepares materials and / or packages for donor / prospect meetings or other meetings / purposes as required.

- Assists in the completion of appropriate gift processing forms, manages invoices and reconciles/prepares monthly financial reports.
- Executes stewardship of donors and creates and prepares constituent correspondence as required.
- Ensures each team member's key performance indicators are accurately reflected in Raiser's Edge and in Qlikview reports.

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 in order to meet the overall goals and objectives of the London Health Sciences Foundation.
- Abide by the policies and procedures of the LHSF and LHSC.
- Abide by the *Occupational Health and Safety Act*, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Operates within culture and core values of the organization.

To apply for this position please submit a resume and cover letter detailing your experience to Nancy Foran, Executive Assistant, nancy.foran@lhsc.on.ca

DEADLINE TO APPLY: 5:00 pm on Friday May 25, 2018.