

## **Development Officer, Mid-Level Giving**

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### **ABOUT LONDON HEALTH SCIENCES FOUNDATION (LHSF):**

For those in our community who want to make a difference in the health care of others, London Health Sciences Foundation (LHSF) supports personal and individual philanthropic journeys to provide meaningful contributions that improve the health and lives of patients and families at London Health Sciences Centre (LHSC) through the advancements of research, technology and treatment.

### **LHSF MANIFESTO:**

#### **You are the difference.**

Your hope creates possibilities. Your compassion generates strength. Your commitment builds resilience. Because you believe, others thrive.

Making a difference for another person is both noble and joy filled.  
It matters deeply.

#### **We honour your kindness and empathy...**

With initiatives to help those in need, today and tomorrow.

#### **We fulfill your gratefulness...**

With legacy choices and commitments that can transform lives.

#### **We celebrate your optimism...**

With meaningful relationships and creative partnerships that prove there are no boundaries to what can happen next.

But it's you – your heart and spirit – who creates the dignity, the support and the love that enriches the lives of your family, your friends, your neighbours and your community.

#### **You choose to care.**

We're here to serve that choice and the powerful difference it will make.

### **THE OPPORTUNITY:**

LHSF is looking for a dynamic, energetic and experienced **Development Officer, Mid-Level Giving**. Passionate about health care and driven to inspire philanthropy that will improve the health and lives of patients and families at LHSC, the Development Officer is responsible for the strategic development and execution of a Mid-Level Giving Program.

Managing a portfolio of approximately 200-250 prospects/donors consisting of individuals, foundations, and small/medium businesses, this position will inspire philanthropic giving (\$1,000 - \$25,000) through active identification, cultivation, solicitation and stewardship strategies and tactics.

## **IDEAL CANDIDATE PROFILE:**

### **Skills / Experience / Qualifications:**

- Successful completion of post-secondary degree or diploma and/or equivalent related work experience.
- Additional studies in fundraising through a recognized program an asset.
- Minimum 3-5 years of direct fundraising/sales experience.
- Self-motivated with a passion for healthcare.
- Proven high performer with a demonstrated record of achievement.
- Highly organized; takes initiative; detail oriented; works independently; problem solver
- Proficient in the use of all computer productivity tools including Microsoft Office Suite.
- Working knowledge and/or experience with Raisers Edge an asset.
- Ability to manage multiple projects with competing deadlines with a high degree of accuracy.
- Ability to interact effectively with all levels of the organization at LHSF and LHSC, members of the public and the ability to maintain confidentiality.
- Excellent interpersonal and communication skills; must be articulate and confident in written and verbal communication.
- Ability to work effectively as part of a fundraising team.

### **Functions / Duties** *(not in priority order or percentage of time):*

- Develops and executes strategies and tactics to identify, qualify, cultivate, solicit and steward mid-level gifts (\$1,000 - \$25,000), with a focus on individuals, foundations, small/medium businesses.
- Actively manages a portfolio of 200-250 donors/prospects with a focus on building meaningful personal relationships.
- Develops and maintains a good working knowledge of all fundraising priorities.
- Evaluates, recommends, and implements innovative, mid-level giving strategies.
- Works closely with Manager, Donor Relations and Stewardship to ensure appropriate recognition and stewardship of assigned donors.
- Monitors and actively engages in the moves management of donor/prospects focusing on exceeding defined key performance metrics.
- Maintains donor database (Raisers Edge) with timely and accurate notes to reflect activity.
- Prepares relevant activity and financial reports
- Works as a team player promoting a positive and professional work environment and conduct role with integrity and respect.
- Ambassador within Community representing the Hospital and Foundation.
- Abides by the policies and procedures of the LHSF and LHSC.
- Abides by the *Occupational Health and Safety Act*, work in a manner that is safe and reports incidents immediately to direct supervisor.

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](mailto:nancy.foran@lhsc.on.ca)

**DEADLINE TO APPLY: 5:00 pm on Friday, February 26th.**