

## **We're looking for the next great member of our team!**

***Peterborough Regional Health Centre Foundation is seeking a Charitable Giving Advisor, Major Gifts.***

At PRHC Foundation, supporting outstanding patient care has been our purpose, promise and passion for more than 35 years. Our vision is simple. We work with the community to invest in the state-of-the-art equipment and technology that PRHC's healthcare professionals must have in order to deliver the very best patient care – the kind of outstanding care that everyone wants for the people they care about.

Donor investment has helped to determine the standard of care received by hundreds of thousands of patients – bridging the gap between adequate and excellent healthcare. Donors help fund the technology that forms the backbone of patient care and brings new life-saving services to our region. And by securing the best equipment, philanthropy also helps PRHC to attract and retain expert doctors, nurses and staff by ensuring they have the tools they need to deliver the best patient care every day.

Join our team and help us equip PRHC's expert healthcare professionals with the tools they need to bring the best, most innovative procedures to our hospital.

### **Position Title: Charitable Giving Advisor, Major Gifts**

As a key member of the Major Gifts team, the Charitable Giving Advisor, Major Gifts is a self-directed, results-oriented front line development professional. This individual is responsible for developing tailored strategies to gain/enhance the financial support and involvement of donors and prospects, who are capable of making gifts of \$10,000+. The incumbent will work with PRHC Foundation's Major Gifts team to identify and qualify prospective donors, cultivate positive relationships and directly solicit donations at the major gift level.

**Reports to:** Director, Philanthropy

### **Key Responsibilities**

#### **Fundraising and Relationship Management**

- Work closely with development colleagues, physicians and volunteers to develop and implement strategies to secure financial support for approved fundraising initiatives including identification, qualification, cultivation and solicitation of major donors and prospects (i.e. corporations, foundations and individuals of \$10,000 or more)
- Build and manage a portfolio of 125 donors and prospects ensuring that solicitations and meaningful cultivation/stewardship is undertaken with these donors on an annual basis
- Create an individual goal for each prospect in your portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential
- Create a plan for each donor that will serve as a foundational plan for each relationship in your portfolio. Faithfully and on a timely basis execute that plan so that assigned individuals are retained and upgraded
- Achieve 400 donor and prospect 'moves' annually with a focus on achieving 20 face-to-face visits per month directed toward achievement of the annual goal

- Achieve agreed upon annual revenue goals, detailed each year in the Annual Operating Plan and approved by the PRHC Foundation's CEO and Board of Directors

### **Stewardship**

- Maintain accurate constituent and tracking records in The Raiser's Edge database through call report entry in the database
- Provide donor stewardship through impact reporting, tours, newsletters, and hosting meetings, in addition to fulfilling stewardship plans as set forth for major donors
- Participate in and leverage donor stewardship events

### **Communications**

- Actively seek out opportunities to be involved in the community; act as an ambassador for the Foundation and Hospital
- Develop a sound knowledge of the Peterborough Regional Health Centre, its programs, achievements and history
- Prepare and deliver presentations to inform and inspire support
- Assist with speaking at donor related events
- Develop written proposals for major gift prospects
- Work with Major Gifts and Communications team to secure appropriate project information

### **Leadership and Professional Development**

- Develop and maintain contact with Development professionals in other settings for enhancement of the Foundation
- Actively build personal profile as a member of the Foundation team, internally and externally

### **Planning, Budgeting and Reporting**

- Continue to build knowledge and understanding of best practices in major gift fundraising, donor relations, the changing expectations of donors and trends in philanthropy
- Report on personal portfolio and fundraising efforts through team meetings and use of Raiser's Edge reporting

### **Other duties**

- Adhere to the AHP and AFP Code of Ethics and Donor Bill of Rights
- Maintain skills / knowledge by attending education sessions and keeping informed of PRHC Foundation and PRHC policies and procedures
- Perform other major donor activities as may be required

### **Qualifications**

- University degree combined with annual campaign or planned giving experience, plus 3-5 years direct experience in major gifts, preferably in a hospital setting. Equivalent experience in a related field such as sales and marketing, communications, financial services or other may be considered.
- CFRE is an asset
- Demonstrated ability to meet revenue targets
- Proven experience working with senior-level volunteers
- Experience with Raisers Edge an asset

- Experience in planned giving methodologies an asset
- Valid driver's license and access to a vehicle is required for regional travel

**Skills, attributes and experience**

- A passion for PRHC and healthcare fundraising
- Outstanding communication skills: written and verbal; strong public speaker; excellent listener
- A "go getter," team player and strong relationship builder
- Highly professional, mature and confident
- Complete confidentiality and discretion, tact and poise, sound judgement
- Creative, innovative and resourceful
- Sense of humour, energetic, positive attitude
- Able to work in a fast paced environment, prioritize and multi-task
- Effective and collaborative team player; committed to sharing information freely

This is a full-time permanent, salaried position which requires some evening and weekend work to achieve success.

**How to apply:**

- Resumes should be submitted via email to [foundation@prhc.on.ca](mailto:foundation@prhc.on.ca).
- Please site the position title in the subject line of your email
- Deadline for application is Friday, May 11, 2018

Thank you for your interest! Please note, only successful applicants will be contacted. No phone calls please.