

# DEVELOPMENT OFFICER

**Responsibility Area:** Development Department

**Reporting To:** Vice-President of Development

## Why St. Boniface Hospital Foundation?

This is your chance to make a difference in Manitoba's health care landscape. You'll engage with some of Manitoba's most generous donors and help continue the compassionate, excellent care St. Boniface Hospital is known for. You'll join a group of professional, kind, and reliable colleagues in an innovative, flexible work environment.

## Our Purpose

- Help donors make informed, thoughtful, and personally meaningful philanthropic decisions;
- Engage the corporate community through philanthropy, sponsorship, and volunteerism;
- Tell the stories of St. Boniface Hospital's ground-breaking research and patient-centred approach to care;
- Manage resources professionally and transparently.

## Your Role

- The Development Officer position is responsible for overseeing an integrated Annual Giving Program;
- This position requires a unique combination of fundraising and organization skills.

## What You Will Be Doing

- Overseeing programs for annual giving: monthly giving, direct mail appeals, tribute giving, and symbolic giving, as well as our *Circle of Compassionate Care* program/*Grateful Patient* program;
- Overseeing employee giving campaign;
- Managing and soliciting annual giving donors;
- Additional programs and projects as assigned and/or created.

## What You Need To Know

The Development Officer should:

- Have a post-secondary education with area of focus in a related discipline, or a combination of experience and training;
- Have experience and knowledge of donor development and annual-giving fundraising;
- Possess a valid Manitoba's Driver's License.

*Knowledge in Raiser's Edge or other database software will be considered an asset;*

*Bilingualism (French/English) will be considered an asset.*

## Who You Will Be Interacting With

- Donors and prospective donors;
- Foundation staff;
- Hospital & Research Centre staff and management;
- Volunteer committees;
- The business community, community organizations, and foundations.

## How Long Will You Be With Us?

Term of one year (Maternity leave)

St. Boniface Hospital Foundation offers a competitive salary and benefits package.

Please send your resume and cover letter, along with salary expectations, to:

**Rita Groleau, Executive Administrator**

**St. Boniface Hospital Foundation**

**Fax: 204-231-0041**

**Email: [rgroleau@stbhf.org](mailto:rgroleau@stbhf.org)**

Applications must be received no later than **May 15, 2018**. We appreciate all who apply but only those applicants selected for an interview will be contacted.