

Hawkesbury and District General Hospital Foundation Job Description



Donor Relations Officer

POSITION SUMMARY:

Reporting to the Executive Director (ED) of the Hawkesbury and District General Hospital Foundation (HGHF), the Donor Relations Officer provides support to fund development and donor relations activities with the purpose of generating and maintaining philanthropic support and awareness of HGHF.

ROLES & RESPONSIBILITIES:

Fund Development (40%)

- Identifies donors within annual fund programs (direct mail, events, etc.) for possible upgrade opportunities to the \$500+ giving level.
- Coordinates and executes strategy to renew individual donor support from former/current Foundation donors (\$500 - \$9,999).
- In collaboration with the ED, identifies and conducts research on major donor prospects to develop major gift support.
- Identifies private, corporate, and family foundation prospects to prepare targeted and well researched requests for support.
- Actively develops and executes in memoriam giving program and donor newsletter mailings with specific goals and objectives for both programs.
- In consultation with the ED, facilitates HGHF Physician and Staff campaigns annually, or as appropriate.
- Assists the ED in the implementation of a planned giving program to promote bequests and other planned gifts to the Foundation.
- Provides support to and attends Foundation special events as required, and represents the Foundation at community events as requested by the ED.
- External networking and representation of the HGHF within the community and amongst all HGHF stakeholders.

Donor Stewardship & Writing (40%)

- Oversees and executes the HGHF's existing stewardship program and contributes to the development and implementation of an appropriate stewardship strategy for annual fund and major gift donors.
- In collaboration with the ED, ensures that donors and Foundation Board members are appropriately informed by providing regular accountability

reports, inviting donors to appropriate Foundation/Hospital events, personally speaking with donors as appropriate, and by recognizing donations in a timely and meaningful manner.

- Assists the ED with the tracking and logistics of managing major gift donor dedication and naming opportunities.
- Conducts interviews with donors, patients, and hospital staff in both official languages for use in a variety of mediums.
- Writes bilingual testimonials and articles for internal and external publications (web, social media, annual report, newsletters, news releases, etc.) and assists in the development of promotional/fundraising material as required.
- Coordinates the extraction of all cultivation, stewardship, and donor recognition lists.

Donor Relations Event & Activity Logistics (5%)

- In conjunction with the ED, develops, designs, and implements donor relations plans and activities (inspirational events, gift announcements, naming opportunities, hospital tours, etc.)
- Executes critical path activities and coordinates the logistics surrounding these activities; logistics may include such things as: decor, catering, program speakers, mailings, RSVP's, scheduling dates for tours, etc.
- Liaises with various volunteers, donors, and hospital staff and responds to their inquiries regarding their participation in donor relations event activities.
- Liaises and negotiates with all suppliers such as caterers, rental companies, etc. to ensure that final product is delivered on time and within budget.

Administration & Accounting (15%)

- Ensures appropriate campaign and major gift tracking in database to facilitate reporting, pledge reminders, stewardship reports and donor follow-up.
- In conjunction with the ED, monitors campaign tally and major gift financial results against targets.
- Maintains Foundation's accounts payable and receivable transactions in *Sage 50* accounting software.
- Produces monthly financial reports for review by the ED and Treasurer.
- Prepares all necessary documentation for annual audit and supports auditors as needed.
- Provides high level administrative support to the ED as requested.
- Attends Foundation Board and committee meetings as required and prepares updates and reports for Board members.

***NOTES:**

- ❖ Tasks are currently under review and may be revised based on staffing.
- ❖ This position requires a valid driver's license, access to a vehicle, and availability to work outside of normal office hours as required.