



## **Annual Giving Officer**

St. Albert, AB

Employment type: Full-Time  
Salary: \$55,000 to \$70,000

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The Sturgeon Community Hospital Foundation raises funds to support four key areas of growth for the Sturgeon Community Hospital including state-of-the art medical technology, enhanced family care, innovation and education.

### **Position Overview:**

Reporting directly to the President & CEO, the Annual Giving Officer is responsible for planning and implementing strategies for identification, cultivation, solicitation and stewardship of individual donors to support the mission of the Sturgeon Community Hospital Foundation.

This position will oversee the planning and execution of the SCH Foundation's annual plan that encompasses a range of strategies to secure new, renewed and increased funding through various annual program strategies.

### **As our Annual Giving Officer, your day-to-day responsibilities will be:**

- Grow existing programs and create new opportunities for the annual giving campaign including acquisition of new donors and on-line giving.
- Coordinate mail campaigns from creative, print to mail house.
- Sustain and build monthly giving program.
- Grow select sponsorship for events.
- Charitable gaming including casinos, Win Win staff lottery, raffles and other gaming opportunities with AGLC.
- Create grateful patient giving strategies.
- Write compelling and persuasive case statements, tailored proposals, progress reports and prospect correspondence.
- Provide revenue targets, statistical reporting and analysis of annual giving campaigns and programs.
- Build and maintain positive relationships with individual donors, volunteers and community stakeholders.

### **What we're looking for on your resume:**

- 3-5 years of progressive development experience.
- College diploma in related field or combination of equivalent skills, training and experience.
- Excellent relationship building skills and interpersonal skills to engage stakeholders both internally and externally.
- Ability to translate planning into strategic relationships.
- Ability to work independently and as part of a team.
- Self-starter with strong organizational skills; ability to prioritize and meet deadlines in a time-sensitive environment.
- High level of understanding and experience with Microsoft Office and Outlook. (Knowledge of Raisers Edge is considered an asset).
- Agreement to a Canadian criminal record check prior to the start of employment.

### **What's in it for you?**

- A collaborative environment and a passionate team.
- Competitive salary based on experience.
- Full benefit and pension package.
- Advancement opportunities available.

### **Think you'd be a good fit?**

- Please apply with your cover letter and resume to President & CEO, [Katrina.black@ahs.ca](mailto:Katrina.black@ahs.ca).
- While we thank all candidates who apply, we will only be reaching out to candidates who meet what we are looking for.