



## Development Officer, Fund Development

**Job Posting No: ACF-008-17**

**Location: Calgary, AB**

**Position Close Date: May 17, 2017**

The Alberta Cancer Foundation raises funds in support of cancer research, cancer screening and prevention, and enhanced patient care programs at Alberta's 17 cancer centres including the Cross Cancer Institute in Edmonton and the Tom Baker Cancer Centre in Calgary.

We strive to be one of the most innovative, philanthropic organizations in Canada by delivering transformational results for Alberta cancer patients and their families.

As the largest philanthropic investor in cancer research in Alberta, we have the capacity and the relationships to invest in the most promising outcomes. We take a strategic approach to investing donor dollars, toward initiatives and programs

### **The Opportunity:**

Reporting to the Director, Fund Development South, the position is part of the Fund Development team responsible for an integrated fundraising model. The position is specifically responsible for managing prospective and active fundraising events and donors which generally have net revenue goals of >\$15k/annum and/or a degree of complexity that requires an experienced fundraiser; as well as a small portfolio of leadership prospects/donors able give in the \$1k-\$10k range.

Responsibilities of the role include identification, cultivation, solicitation and stewardship of new prospects and existing donors. As part of the commitment to the integrated fundraising model, this position will regularly seek existing (often transactional) donors who have capacity for larger support, including major gifts and planned gifts.

### **Responsibilities:**

#### **Fundraising & Donor Relationship management:**

- Manage a portfolio of fundraising event prospects and recurring events (generally raising a net of \$15k each) as well as a small portfolio of leadership donors (up to \$10k each).
- Using a variety of tools, including analytics, referrals, and prospect research, identify and qualify new major gift prospects for the pipeline.
- Manages personal relationships with assigned donors, establishing solicitation strategies to engage and move donors up the donor pyramid, recommending specific purpose aligning with Foundation priorities and level of gift.
- Identifies planned giving prospects and in collaboration with the Director, develops cultivation and solicitation strategies.
- Under the leadership of the Director, guide major gift volunteers by providing training/education and other required support of their identification, cultivation and solicitation of major gift prospects.
- Represent major gift interests and perspectives in all Foundation activities.

- Develops networks with the research, medical staff & volunteers at the CCI/TBCC & other AHS Cancer Centres to create an understanding of, and to build trust in the Foundation.
- Maintains knowledge of major gift fundraising, how wealth is structured, estate planning and tax aspects of charitable gifts, including relevant CRA legislation.

**Acknowledgment and Stewardship:**

- Responsible for devising a stewardship plan for assigned donors/sponsors, in conjunction with the Manager of Stewardship.
- As appropriate, pursues stewardship tactics including tours, hosting meetings/events, distribution of progress reports to donors.

**Qualifications:**

- Post-secondary degree in a relevant discipline, including Business, Marketing, Communications, and/or combination of education, experience and training acceptable to the Foundation.
- Minimum of 3-5 years of experience of direct fundraising in a charitable organization. Related knowledge or exposure to event fundraising is required.
- Intermediate level of experience in complexities of major gifts, their nuances and resolutions.
- Proven experience in nurturing and developing a prospect pipeline for specific fundraising cases that align the organization's priorities with donors' interests.
- Experience in the management of internal relationships both with other departments whose work directly impacts the required outcomes from this position and related internal stakeholders (such as front line cancer care staff).
- Previous experience in health care philanthropy is an asset.
- Successful candidates must present a current, valid criminal record check and vulnerable sector check prior to commencement for employment.

**Application information:**

To formally apply, please put **Job Posting No: ACF-008-17** in the Subject line and attach a resume and cover letter to the ACF email address [acfonline@albertacancer.ca](mailto:acfonline@albertacancer.ca) by **May 17, 2017**.

**Alberta Cancer Foundation is an equal opportunity employer.**