

Position Description: Development Officer, Stewardship (Temporary Leave Coverage)

Summary

Reporting to the Director of Development, the Development Officer, Stewardship ensures the successful operation of a comprehensive stewardship program that involves key staff, Board members and volunteers, as required. The Development Officer, Stewardship is responsible for maintaining positive relationships with our donors, ensuring their continued engagement and support by making them valued, appreciated and connected to the mission of the Niagara Health Foundation.

Roles and Responsibilities

Donor Relations

- Works with Development Officers and other Foundation staff to develop and implement stewardship strategies that strengthen long-term donor relationships.
- Works with the Newsletter Committee to assist with publications.
- Organizes a team effort to develop stewardship plans for donors at various recognition levels within the major and leadership giving programs.
- Maintains and updates Stewardship Matrix for Annual/Major/Leadership Giving Program, Signature Events and Cause-Relate/Third-Party Events, as necessary.
- Ensures that details of stewardship plans are compiled and communicated to all involved parties and that the plan is documented, implemented and included in the moves management system.
- Writes personal acknowledgment and stewardship letters with Data & Administrative Manager for signature by executives, Board members and volunteers, as required.
- Identifies best practices at other organizations for stewardship planning and operation.
- Works with staff to arrange recognition events involving major donors, as needed; attends stewardship events, as required.
- Supports a process that prompts and assists team members in maintaining personal contact with major donors and volunteers.
- Supports the Development Team, Management and other Foundation staff with the planning and execution of donor, sponsor and Foundation events, as needed.
- Develops and stewards relationships with current and prospective donors.
- Oversees Project Thank You Calls in collaboration with key Board members and Foundation staff.
- Oversees special projects, as required (e.g., In Memory Benches).
- Develops and stewards relationships with current and prospective donors.
- Supports the Director of Communications, Marketing & Community Engagement in the execution of annual giving stewardship and publications.

- Provides equipment-specific information for publications and other programs.

Other

- Supports the maintenance and upkeep of all physical Foundation donor walls, plaques and named areas.
- Designs, orders and coordinates the installation of new donor recognition.
- Ensures that donor stewardship and recognition is tracked and updated in donor records.
- Creates templates and forms, as required.
- Works collaboratively and supports other Foundation staff, volunteers and Board members, where required.
- Works directly with the South Niagara Project Team to ensure all Naming Opportunities and developments with the new Hospital are communicated to the Development Team.
- Other duties as assigned by Management.

Qualifications & Experience

- Bachelor's degree or College diploma in related field; member of CRFE is considered an asset.
- Minimum 5 years of experience preferred in fundraising or an equivalent client-focused environment.
- Excellent written and verbal communication skills; effectively interpret, organize and present information and ideas in written or presentation form.
- Demonstrated skills in organization and attention to detail.
- Strong analytical and problem-solving skills; collegial, collaborative style, willingness to search out answers and the ability to recognize when others need to be involved in activities or decisions.
- Knowledge of healthcare fundraising and stewardship practices highly preferred.
- Personal qualities of integrity, credibility and dedication to the mission of Niagara Health Foundation.
- Proficiency of Microsoft Office – Word, Excel and PowerPoint.
- Proficiency of Windows, Microsoft Outlook and Internet Explorer.
- Strong knowledge of Raiser's Edge, including NXT or equivalent database.