



**St Francis Valley Healthcare Foundation**  
**Donor Relations Coordinator (One Year Maternity Leave - Full time)**

**AN EXCITING OPPORTUNITY**

Under the direction of the Executive Director (ED), the Donor Relations Coordinator (DRC) will assist with the development, planning and implementation of the Foundation's annual fundraising programs and events. The DRC will be responsible for building and fostering community relationships which will enhance the ability of the St Francis Valley Healthcare Foundation to raise funds for local healthcare. This opportunity will include Administrative Duties, Marketing, Social Media and Database Information Management, Reporting and Analysis.

**PRIMARY RESPONSIBILITIES**

- In collaboration with the ED, participates in the annual fundraising planning and budget setting process to determine goals for Foundation Events & Programs. Monitors progress against the plan and advises the Executive Director when adjustments to the plan are required.
- Assumes responsibility for all aspects of detailed planning of fundraising programs and events for the Foundation, including Social Media and Website Strategies. Ensures financial success of events by securing community participation and sponsorship. Liaises and negotiates with suppliers and partners.
- Acts as the primary contact for 3<sup>rd</sup> Party Events and provides appropriate level of support.
- Assists with all aspects of the direct mail program including: theme development and messaging, donor database segmentation, stewardship strategies and analyzing results.
- Looks for opportunities to enhance or implement new fundraising initiatives for consideration.
- Coordinates all areas of the volunteer cycle (including recruitment, screening, orientation, training and appreciation) for Foundation committees and initiatives.
- Supports fundraising by building an effective data base and ensures accurate data entry including appropriate coding, documenting donor contact history, updating associated Receipt/Thank You letters, filtering reports and analyzing data as required. Serves as a data base expert in collaboration with Foundation Staff.
- Ensures that details of stewardship activities and plans are compiled and communicated to all involved parties and that the plan is documented, implemented and included in a moves management system.
- Identifies and uses effective communication and manages messages both orally and written in a clear, sensitive and professional manner for a variety of audiences.

- Administrative Duties include: providing support to the ED and Board, general office management, coordinating and scheduling meetings, working with donors and leadership volunteers; assisting with material preparation, meeting minutes and follow up items.
- Performs other projects/duties as assigned.

## Qualifications

- Post-Secondary Education in a related discipline, or equivalent combination of education and experience
- 2 years working experience in a fundraising environment (CFRE designation an asset)
- Possess excellent communication skills (written & oral), including the ability to write for a variety of mediums, including newsletters, social media, brochures, letters and more.
- Excellent computer skills: MS Office (Outlook/Word/Excel) and experience working with databases, mass email and mail merges; proficient in social media, website updates and graphic design knowledge
- Demonstrated time management, organizational skills and attention to detail.
- Ability to develop and maintain new and existing relationships with Foundation stakeholders including donors, volunteers, staff and partners
- Highly motivated and enjoy working in a fast-paced environment on various tasks simultaneously
- Demonstrated experience in problem solving and good judgement
- Experience working with groups and delivering presentations
- Positive attitude; ability to take responsibility, be accountable; deal with change in the workplace and be innovative
- Familiarity with project / event planning
- Valid driver's license and access to a vehicle

## Working Conditions

- Some evening and weekend work to accommodate fundraising activities
- Responds to enquiries from the general public (in person, on phone and email)
- Works with a high degree of integrity and ethical standards when dealing with confidential issues and data
- Sitting or standing for extended periods and involves significant use of office equipment and computers
- Ability to lift and carry items up to 20 lbs especially during set up and take down of events

The Foundation offers meaningful opportunities to make an impact for local healthcare in our community and the opportunity to have a rewarding career experience where your contributions can make a difference in the lives of others every day.

Please email resumes with a cover letter by **November 6, 2020** to the following:

Email address: [erin@sfvhfoundation.com](mailto:erin@sfvhfoundation.com)  
[www.sfvhfoundation.com](http://www.sfvhfoundation.com)

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