

## Philanthropy Specialist

### Hospice Vaughan

Hospice Vaughan is a non-profit health care organisation that serves the city of Vaughan and its surrounding communities. It offers a 12-bed residential hospice. As part of the community since 1995, Hospice Vaughan also provides wrap-around support programs for clients, their families and the greater community including Health System Navigation, Caregiver Support, Day Programs, Wellness Programs, and Grief and Bereavement Support.

### The Position

We are looking for a frontline fundraiser who will achieve specific revenue goals on an annual basis. They will lead solicitation and stewardship calls to individual donors with the capacity to make gifts of \$10,000 and above. Managing a portfolio of up to 100 prospects and donors, they will also execute donor/gift agreements including multi-year pledge commitments.

### Our Team

The role reports to the Director, Fund Development and Communications. The Fund Development department's current staff are a highly-experienced event lead and a communications specialist.

### Responsibilities

#### Primary

- Authentically build, manage and cultivate relationships to inspire and secure gifts of \$10,000 and above
- Develop proposals and presentations customized to the areas of interest of potential supporters seeking input as needed
- Strategically involve the Hospice's executive director, medical director and staff in relationship-building activities and to support personalized stewardship
- Lead proactive foundation grant applications in collaboration with the manager, community services
- Facilitate the preparation of gift agreements and acknowledgements to major donors ensuring prompt, tailored, accurate thank-you messages and letters.
- Ensure that detailed call notes are recorded for prospect tracking in a timely manner
- Work in collaboration with the Director, Fund Development and Executive Director to set goals and develop plans

#### Other

- Excite people by effectively communicating the Hospice's mission and vision
- Utilize moves management strategies aimed at increasing support for Hospice Vaughan
- Write letters of inquiry, acknowledgements, proposals, and other donor correspondence; develop customized solicitation tools; write talking points for meetings and briefing notes
- Think strategically to plan and implement customized cultivation and engagement that lead to gifts confirmed
- Prepare briefing and debriefing notes, letters and other documentation to support the closing of gifts
- Maintain confidential and privileged information with discretion
- Ensure timely and accurate maintenance of all gift, solicitation and donor information
- Use MS Office applications
- Be a strong team player

March 2024

## **Qualifications**

### **Primary**

- Proven track record in achieving fund development targets
- Minimum three years' fundraising and major gift experience with comfort closing 5- and 6-figure gifts
- Demonstrated success in donor cultivation, solicitation, and stewardship
- Experience working with senior level volunteers
- Strong interpersonal skills and judgment
- Strong organizational skills and professional demeanour
- University degree or a college diploma
- CFRE desirable or a willingness to work towards this is an asset
- Strong computer skills with proficiency in Microsoft Office and donor management software

### **Other**

- Highly sensitive to work in a confidential environment with the upmost professionalism
- Understanding of the Donor Bill of Rights (Imagine Canada)
- Knowledge about hospice palliative care, health care etc. is an asset
- Knowledge of/residence in Vaughan is an asset
- Commitment to self-learning and flexible work style (including occasional evening/weekend work)
- Valid Ontario Driver's License and access to a reliable vehicle is required
- Successful candidate is required to provide a Vulnerable Sector Check
- Fluency in French or other languages is an asset
- Two COVID-19 vaccinations a must

## **Work Location**

This role requires significant in-person interaction with donors and potential donors; therefore, there are limited opportunities to work from home.

## **We Offer**

- Competitive compensation with health benefits
- Professional development opportunities and support
- Employer-matched RRSP
- Hybrid work environment

Qualified applicants are invited to forward a cover letter and resume to [hr@hospicevaughan.com](mailto:hr@hospicevaughan.com). Please specify "Philanthropy Specialist" in the subject line of your email. Include your personal email if applying via a job portal.

Applications are welcome until the job posting is filled.

**We thank all applicants for their interest, however, only those candidates who have been short-listed will be contacted. Please no phone calls or agency inquiries**