



A Foundation for the Health of the Highlands

DONOR RELATIONS MANAGER

At the Haliburton Highlands Health Services Foundation (HHHS Foundation), we rely on donations to drive our mission to support the hospital and health care facilities in Haliburton County for capital projects, equipment, education programs and community support services. The Donor Relations Manager plays an integral role in securing vital funds. This individual will not only coordinate and execute fundraising strategies, but also help forge lasting relationships with individuals and corporations that could become major donors. As such, they need to represent the HHHS Foundation with professionalism, and passion, playing a critical role in communicating our mission and programs to external stakeholders and the public at large — raising awareness and generating more donations.

In this role you will foster positive relationships with current donors and cultivate new supporters, delivering donor focused opportunities to increase revenue in support of health care in Haliburton County. You will work closely with the Administrative Associate, Canada Summer Jobs Event Coordinator and Executive Director to steward, support and cultivate membership level donors through events, campaigns and product sales. The Donor Relations Manager will also act as a support for the Executive Director working on various projects and initiatives.

What will be expected of you:

- Plan, implement and evaluate fundraising campaigns and events to raise funds and awareness
- Create and maintain printed newsletters and e-newsletter, managing donors lists and keeping donor management systems up to date
- Ensure strict adherence of confidentiality of donor information
- Identify and cultivate relationships with potential donors to expand and diversify the donor base
- Maintain strong relationships with existing donors, businesses and community groups ensuring they feel appreciated and are kept up-to-date about the HHHS Foundation
- Lead fundraising efforts and marketing campaign for ongoing 50/50 lottery
- Support the creation of reports for the Board of Directors and HHHS Corporation as required
- Craft compelling fundraising messaging that conveys the mission and vision of the HHHS Foundation
- Maintain accurate records of donor information to facilitate donor engagement efforts
- Recruit, train, and oversee volunteers, ensuring they follow the correct procedures when supporting fundraising initiatives and events
- Adaptable to changing systems as technology evolves and more efficient practices become available
- Ensure charity finance regulations are followed and legal reporting requirements are met

Who we are looking for:

- A fundraising professional with 3-5 years of experience in fundraising and not-for-profit administration
- Proven track record of planning, executing, and measuring successful fundraising strategies
- Deep commitment to ethics
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office, fundraising software, and databases

Qualities that will make you stand out:

- Ability to produce compelling direct marketing pieces to support fundraising
- Previous roles in health care, foundations, community not-for-profits, and/or within Haliburton County communities
- Certification, diploma, degree or similar qualification in fundraising or sponsorship
- Knowledge of fundraising, development, and donor engagement best practices
- Fundraising, marketing, or sales experience
- Strong research, communication, and relationship-building skills
- Ability to manage volunteers and other team members
- Proven track record of organizing fundraising events, managing a budget, and balancing priorities
- Experience in writing grant proposals, press releases, and fundraising letters
- Confidence in public speaking

What you can expect from us:

- A full-time position with a comprehensive benefit plan, life/accident insurance, paid vacation and sick days, STD and LTD plans, a Pension Plan (HOOPP), EAP and access to HHHS Perkopolis discounts.
- Non-union permanent administrative position with the expectation of 37.5 hours weekly and an annual salary range of \$55,000-65,000.
- Flexible work environment with additional hours during peak periods and to receive time in lieu.
- A work station in Haliburton or Minden HHHS facilities, ability to work remotely from time to time.
- A small dedicated team of fundraisers, multi-taskers, and donor supporters who are open to learn, adaptive to change, caring and approachable.
- Experience comes in many forms and learning from our different perspectives gives us strength. We encourage applications from all. Please include your pronouns in your resume.
- If accommodations are required, please provide your requirements when contacted in the selection process. Information received relating to accommodation needs of applicants will be kept confidential.

SUBMIT RESUME TO:

Melanie Klodt Wong – mklodtwong@hhhs.ca

With the subject line “APPLICATION: Donor Relations”

DEADLINE TO APPLY:

May 1, 2023 @ 6:00pm

Haliburton Highlands Health Services Foundation strives to create a culture that is inclusive, kind and supportive in an environment that fosters belonging. We encourage all those interested and enthusiastic about fundraising in the Haliburton Highlands to apply.