

Donor Relations Coordinator, Fundraising and Stewardship



St. Boniface Hospital Foundation is seeking an organized and resourceful **Donor Relations Coordinator** to join our team!

For more information, visit:
www.stbhf.ca/careers

Founded in 1971, St. Boniface Hospital Foundation raises funds to support excellence in health care and research at St. Boniface Hospital in a manner that is guided by the legacy and values of the Grey Nuns. The Foundation is a family oriented, caring, and compassionate environment, and we are excited to welcome a new team member!

The Donor Relations Coordinator will contribute to industry-leading cultivation and stewardship, helping the fundraising team effectively cultivate and secure gifts and fulfill donor intentions. This position will support all facets of the Foundation's stewardship program to ensure exceptional recognition and accountability practices for all donors and help ensure a smooth and positive donor experience. Working collaboratively with the fundraising team, the Donor Relations Coordinator will administer and support a variety of fundraising initiatives, contributing directly to the success of the Foundation.

SKILLS & QUALIFICATIONS

- 1-3 years experience in an administrative or fundraising support role
- Post-secondary education, or equivalent combination of training and experience
- Demonstrated success in a team-driven, deadline-oriented, and quickly changing environment
- Strong organizational, planning, and problem-solving skills
- Excellent oral and written communication skills with strong attention to detail
- Proficiency with Word, Excel and database systems.
- Proficiency in Raiser's Edge or other fundraising CRM database would be an asset.
- Commitment to maintain confidentiality and a high degree of accuracy
- Bilingualism (French/English) will be considered an asset

St. Boniface Hospital Foundation offers a competitive salary and benefits package. The salary for this position ranges from \$45,000 to \$55,000 depending on knowledge and experience.

If you believe you can make a strong contribution to our team, please send your resume and cover letter to Pat Robertson, CFRE, Vice-President Development, at probertson@stbhf.org no later than September 10, 2021.

We appreciate all who apply but only those applicants selected for an interview will be contacted.

St. Boniface Hospital Foundation
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