

## Job Posting

### Erie Shores Health Foundation

**Title:** Donor Relations Coordinator

**Reports to:**  
Executive Director

**Unit:** Erie Shores Health Foundation Office

**Location:** Leamington, Ontario

**Date Posted:** February 24, 2020

The Erie Shores Health Foundation is a public, parallel Foundation with the mission of raising funds for health services in support of Erie Shores HealthCare and the Erie Shores Hospice. These funds are raised through charitable activities to support the capital and equipment needs of the hospital, and the operational needs of hospice.

#### **POSITION SUMMARY:**

Reporting to the Executive Director, the Donor Relations Coordinator is responsible for managing the agency's donor database (Raisers Edge), coordinating donor communications, and providing support for the Foundation. The primary responsibility is to assist the Executive Director in maintaining data integrity and the development and execution of sound management and donor relations activities.

#### **ORGANIZATIONAL DUTIES AND EXPECTATIONS:**

1. Responsible for Raiser's Edge database including developing protocol for data management, updating donor information to keep all constituents current, entering gifts, and developing and running development reports in support of the Foundation.
2. Ensure that all acknowledgement letters are completed within 48 hours of receipt of gift. This includes, but not limited to: Annual Campaign, Capital Campaign, In-Kind Donations, Foundations, Corporations, Memorial Gifts, and all Special Events.
3. Provides comprehensive individual and foundation donor research reports as requested by the Executive Director.
4. Work with Finance Department to ensure accurate and timely monthly, annual, and project financial reports, prepare donor data analysis for annual financial audit, and ensure that all legal and fiscal requirement for donation acknowledgements are met.
5. Develop and recommend policies and procedures to ensure proper controls and improve the efficiency of operations of the foundation and coordination with finance department.
6. Serve as primary point of contact for donors. Effectively respond to individual donors' inquiries through written correspondence, telephone contact, personal contact and e-mail, assuring the donor that their needs are processed immediately upon request.
7. Provide support to the Board of Directors, including meeting preparation, monitoring follow-up and providing support materials for cultivation meetings.
8. Works in collaboration with the other members of the Foundation staff to ensure the achievement of departmental goals.
9. Assist with mailings, including but not limited to, printing letters and envelopes, scheduling, and facilitating mailings using volunteers or outside mailing vendors.
10. Performs special projects as assigned by the Executive Director.
11. Other duties as assigned.

**KEY QUALIFICATIONS REQUIRED:**

1. Education: Bachelor degree from an accredited university or an equivalent combination of recent and relevant education and experience is considered.
2. Related Experience: Minimum of three years of experience supporting the fundraising efforts for non-profit organizations.
3. Knowledge & Skills: Two years of hands on Raiser's Edge experience preferred or comparable database management experience.
4. Abilities: Communication-written and oral, planning, interpersonal, and organizational skills.
5. Technical: Proficiency in Word processing, Databases, Excel, and social media.
6. Coping: Able to maintain a mature problem-solving attitude while dealing with interpersonal conflicts or time demands.
7. Decision Making and Problem Solving: Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues, able to use reason, even when dealing with emotional topics. Ability to function independently and in concert with other staff, board members and volunteers.
8. Creativity: Able to develop unique and novel solutions to problems; use intuition and a new way of thinking to give to new ideas; to present information in an attention-getting and interesting manner.
9. Commitment to Task: Self-directing to get results, with high task orientation.
10. Interpersonal Savvy: Relates well to people both inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships, uses diplomacy and tact; able to build and sustain appropriate networks, partnerships and collaborations.

**Qualified applicants interested in the position are to email a cover letter and resume outlining their qualifications to Christine Colautti, Executive Director, at [ccolautti@ldmh.org](mailto:ccolautti@ldmh.org) no later than 4:30 pm on Monday, March 2<sup>nd</sup> 2020 clearly indicating Donor Relations Coordinator in the subject line.** The salary range is \$55,000 to \$65,000 annually, with competitive benefits and pension.