

**Job Description****Position:** Senior Development Officer, Philanthropy**Reporting To:** Manager, Philanthropy**Status:** Permanent Full Time**Site:** Trillium Health Partners Foundation, 89 The Queensway West, Mississauga (some flexibility to work remotely)**Posted:** May 16, 2023**Deadline:** June 1, 2023

At **Trillium Health Partners Foundation**, our vision is bold: raise funds to build a new kind of health care for a healthier community. Our work supports **Trillium Health Partners** – Credit Valley Hospital, Mississauga Hospital and Queensway Health Centre, one of the largest community hospital networks in Canada, caring for the fastest growing region in Ontario.

With diverse backgrounds and complementary skill sets, our talented team drives fundraising revenue to meet the highest priority needs for our hospital, securing record-breaking gifts such as the largest individual donation of \$105 million and the largest corporate donation of \$75 million to a hospital in Canada to build the future home of The Peter Gilgan Mississauga Hospital, which will become the largest hospital in the country. Our experienced leadership team is led by Caroline Riseboro, who was recognized as one of Canada's Most Admired CEOs in 2019 and most recently received the Greater Toronto Chapter's Association of Fundraising Professional's Outstanding Fundraising Professional Award, a testament to her ability to lead our team to unprecedented success.

If you want to join our outstanding roster of talent and help us break even more records, please consider applying for one of our open positions and help us build the future of health care.

**THE POSITION – OVERVIEW:**

With a high level of energy and enthusiasm to contribute to what we want to build, the Senior Development Officer (SDO), will be self-motivated and driven to succeed. Passionately excited by our mission to inspire investment in a new kind of healthcare for a healthier community, the successful candidate will possess a deep commitment to build donor centric relationships with sensitivity and professionalism.

The Senior Development Officer will focus on leading the Planned Giving portfolio, connecting with individuals (donors, prospects, professional advisors, and colleagues) to identify, cultivate, solicit and steward current and future gifts through estate planning and other financial vehicles. The SDO will be responsible for collaborating with the annual and marketing teams to project manage and develop the annual Planned Giving marketing program. They will work directly with the Manager to implement solicitation strategies in the Planned Giving space, and also manage a Major Gifts pipeline throughout all stages consisting of 25 – 50 MG prospects.

The ideal candidate will have fundraising experience and have proven success in closing planned gifts and/or major gifts in a hospital environment.

89 QUEENSWAY WEST, SUITE 800, MISSISSAUGA, ONTARIO, L5B 2V2

The Senior Development Officer will be part of a high performing and successful philanthropy team that works collaboratively with colleagues and hospital partners to inspire investment in a new kind of healthcare for a healthier community.

Supportive and respectful, the successful candidate will be a solutions-oriented team player collaboratively working toward a common objective.

**RESPONSIBILITIES:****Planned Giving (75%):**

Lead the planned giving portfolio; which includes:

- Being the subject expert of Planned Giving for the philanthropy team and organizational wide
- Create and implement mass marketing opportunities to highlight Planned Giving donors and awareness of the different Planned Giving gift vehicles
- Collaborate with the direct marketing team on identifying opportunities to market PG within the annual program
- Working closely with the finance lead to track expected PG gifts, and steward family members and executors
- Cultivate and solicit a portfolio of individual PG prospects
- Steward a portfolio of confirmed PG donors
- Actively identify opportunities to promote PG through all other foundation giving programs
- Lead for ensuring accurate database entry and RE coding for the PG program

**Major Gifts (25%):**

- Lead a portfolio of MG donors (\$25,000 - \$250,000) through all stages of the donor cycle
- Prepare related briefing notes and call reports, individualized solicitation proposals, presentations and other correspondence.
- Ensure major gift pledges, renewals and other gift transactions are processed effectively and efficiently.
- Actively promote a culture of philanthropy within the hospital of giving and grateful patient referral.
- Maintain accurate records; capture all relevant donor related activities in Raiser's Edge in accordance with management policies and procedures.

**Leadership:**

- Act as a champion and role model in support of the Foundation's mission.
- Serve as one of our team's practice leaders in the field of Planned Giving and Major Gifts by embodying best practices and monitoring external trends to ensure that the Foundation benefits from current knowledge, resources, and tools and functionality in support of the mission.
- Work collaboratively with other Foundation departments and model behaviour that encourages a mutually supportive team environment.
- In the spirit of the work that we do as a Foundation, engage as a volunteer supporting events and other activities conducted by the Foundation as appropriate.
- Lead by example to build excitement and accountability with team members to emulate similar behaviour.

**QUALIFICATIONS/COMPETENCIES:**

- Relevant fundraising experience at the \$5K-\$100K gift levels
- Relevant experience working within the Planned Giving portfolio
- Previous experience in healthcare philanthropy, or related areas
- Demonstrated ability to set and achieve ambitious fundraising goals
- Exhibits a high level of maturity and aptitude for working in a fast-paced environment; demonstrates ability to work autonomously, competently handles multiple tasks, sets priorities and meets deadlines.
- Ability to understand the needs and interests of individual donors, corporations and other funding organizations in order to develop mutually beneficial relationships with the Hospital and Foundation.
- Interest in all aspects of health and a dedication to promoting Trillium Health Partners' fundraising priorities by helping to create excellent working relationships with medical staff, senior administrative leaders, volunteers and other Foundation staff.
- Excellent written and oral communication skills.
- Strong interpersonal and networking skills with donors, volunteers, and the THP team.
- Personal presentation and approach to ensure the highest level of professional representation of the Foundation at all times.

**TECHNICAL SKILLS:**

- Donor/Client database experience – Raiser's Edge
- Strong proficiency in Microsoft Office – PowerPoint, Excel, and Word

**EXPERIENCE AND EDUCATION:**

- University or college degree in a related discipline
- Certified Fund Raising Executive (CFRE) designation, or willingness to work toward is considered an asset.

**WORK ENVIRONMENT:**

- Willingness to work flexible hours. Some after-hours work will be required.
- Work will take place across the multiple sites of Trillium Health Partners and Trillium Health Partners Foundation.
- Valid driver's license and access to a reliable vehicle required.

To pursue this career opportunity, please visit our website: [www.trilliumhealthpartners.ca](http://www.trilliumhealthpartners.ca)

For further information on Trillium Health Partners Foundation we invite you to visit our website at [www.trilliumgiving.ca](http://www.trilliumgiving.ca)

Trillium Health Partners is an equal opportunity employer committed to fostering a healthy and positive work environment.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code Trillium Health Partners will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

Trillium Health Partners is identified under the French Language Services Act.

We thank all those who apply but only those selected for further consideration will be contacted.