



Title: Associate Director, Healthcare Advancement
Full-Time Permanent Position
Annual Salary: \$76,000 - \$98,000
Organization: University Hospitals Kingston Foundation (UHKF)
Location: Kingston, Ontario

Are you ambitious and goal-oriented? Consider yourself a dynamic relationship builder? Do you have an entrepreneurial mindset with a desire to better your community? UHKF has an exciting opportunity to play an integral role in improving healthcare and preparing our hospitals for the future. By joining our team of advancement professionals, you can help make a real difference in healthcare for your community.

ABOUT UHKF:

UHKF is the charitable organization focused on raising awareness and philanthropic support for equipment, modernized infrastructure, and healthcare innovations for Kingston Health Sciences Centre, the largest acute care academic health sciences centre in Southeastern Ontario, and Providence Care, southeastern Ontario's leading provider of specialized care in aging, mental health, and rehabilitation. With a bold strategic plan and mission to inspire, UHKF plays an integral role in raising the funds necessary to ensure our healthcare partners can deliver innovative developments in health care for the next century.

POSITION SUMMARY

This position reports to the Director, Leadership Giving and Campaigns, and is part of our Healthcare Advancement team that includes four Associate Directors, a Research Co-Ordinator and a Development Associate. The principal purpose of this position is to secure philanthropic gifts. This is done through the identification, qualification, cultivation, solicitation and stewardship of individuals, corporations, groups, and foundations on an on-going basis, with information compiled from researching the internal database and external sources.

Within this role, The Associate Director is accountable for contributing to the delivery of the strategic plan including:

- Deepen supporter understanding of the community health system and how it is funded.
- Connect with and inspire distinct groups of new and current donors to expand UHKF fundraising potential.
- Expand and engage the volunteer base.

RESPONSIBILITIES INCLUDE:

- Strategic Donor Development
- Research and develop contacts with potential major donors to engage them in philanthropy.
- Engage with and solicit approximately 125 donors through direct contact, face to face meetings and correspondence, working toward a goal of raising \$1 million - \$1.5 million annually
- Thanking and recognizing existing donors and acting as good stewards of their gifts.

Strategic Engagement:

- Ensures the effective engagement of senior hospital leaders and hospital staff in the fundraising program and their involvement in appropriate cultivation and solicitation activities.
- Engages volunteers for the purpose of developing new relationships and to help secure gifts.

Program Administration:

- Suggests improvements to policies, procedures and systems of the UHKF program, to ensure the overall effectiveness of the organization.

- Provides expertise and oversight in the use of tools for tracking, reporting, analytics, metrics, and monitoring for all major gift activities and programs. The incumbent is responsible for major gift data and trend analysis, and preparing reports to inform decision-making and strategy development, as well as assisting the Manager (or designate) in overseeing business rules, ensuring an accurate record of major gift activity/program and results versus goals.

Marketing & Communications:

- Works with UHKF Communications and Donor Relations to ensure the availability of relevant, current Major Gift marketing materials, including print, website, social media, e-marketing tools, and software to ensure effective messaging of Major Gift program objectives, donor stories and impact of giving and UHKF brand consistency.

NOTE - The above duties are representative but not be all-inclusive.

BASIC QUALIFICATIONS:

- Bachelor's degree in a relevant field preferred.
- Certified Fund Raising Executive (CFRE)
- Five (5) years of progressive revenue development experience, gained from a similar fundraising environment, working directly and successfully with donors to build giving capacity
- Progressive professional development including, but not limited to; ongoing education and involvement with the Association of Fundraising Professionals (AFP) and Association for Healthcare Philanthropy (AHP).
- Outstanding relationship-building skills, with demonstrated ability to deliver a high level of customer service to donors, volunteers and other contacts throughout the relationship cycle including cultivation, solicitation and stewardship.
- Demonstrated ability to manage multiple priorities.
- Proven sound judgment, integrity and strategic vision.
- Effective oral and written communication skills.
- Proven ability to influence others positively, through effective interpersonal skills.
- Current knowledge of Canadian taxation issues related to charitable giving.
- Satisfactory Criminal Records and Vulnerable Sector checks search.

This position offers a competitive benefits package and pension program. UHKF also offers work life balance in an inspirational and supportive environment. Our commitment to equity is grounded in an institution-wide commitment to fostering a diverse, inclusive and accessible work environment. We encourage people from all backgrounds to apply. Please inform us if you require accommodations during the recruitment process

Please submit a cover letter and resume to admin@uhkf.ca

We thank all applicants, but only those selected for an interview will be contacted.