



For *better* healthcare it's **our place to give**

***Nanaimo & District Hospital Foundation
Development & Data Coordinator***

The Nanaimo & District Hospital Foundation is in an exciting place of growth and opportunity and we are expanding our team. We are looking for a Donor-centric fundraising professional to join our team as a ***Development & Data Coordinator***.

The Nanaimo & District Hospital Foundation was founded on December 30, 1977 as a means for grateful patients and loved ones to support Island Health facilities. Today, we purchase vital equipment to ensure healthcare excellence in the Central Vancouver Island region. Our donors help Island Health to provide the highest quality healthcare services for everyone who needs them right here at home. Since inception the Foundation has stewarded donations to support improved facilities and has assisted in the funding of leading edge medical equipment to ensure our healthcare professionals have the tools they need to do their jobs.

The Development & Data Coordinator will be the Foundation office's first impression with our donors and stakeholders. Responsible for meeting and greeting visitors that come to our office as well as answering the 'phone, the Development & Data Coordinator is a unique role that will handle all interactions with sensitivity and professionalism while being technically savvy.

This full time, permanent position reports directly to the Chief Development Officer and is a key role within our Development team.

Key Responsibilities:

- Maintain constituent records and ensure regular updates are entered
- Lead Data Clean up as needed
- Maintain and produce lists for Donor Recognition Walls
- Modify, update and create templates for consistent report generation
- Regularly add correspondence, updates, notes, emails, research, etc. to individual database records as appropriate
- Continuously drive updates to Raiser's Edge and make recommendations for how our data and reporting processes may be improved
- Track stewardship and cultivation activities and enter in Raiser's Edge
- Provide timely updates to the Chief Development Officer
- Process all gifts including donor, event, sponsorship, and gifts in kind and ensure they are posted to the correct fund
- Prepare tax receipts and thank you letters from database mail merges for prompt signatures and mailing after a gift has been processed
- Generate lists and mail merges for all direct mail campaign letters, event invitations and others as required
- Prepare all personalized donor stewardship correspondence
- Create donor and stakeholder reports and lists within Raisers Edge



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- Provide exceptional customer service to internal and external stakeholders
- Serve as a volunteer liaison and/or resource
- Order office stationery supplies and adhere to allocated budget lines
- Provide administrative and event logistics support to the Development team as required
- Process incoming and outgoing mail

Skills & Personal Attributes:

- Analytical and logical, with a high degree of comfort working with and analyzing data
- Demonstrated experience working within a CRM Database. Raisers Edge NXT experience considered an asset
- Strong written and verbal communications and interpersonal skills; high EQ; comfortable with advanced customer service role
- Must enjoy working with and supporting team members
- Exceptional written and interpersonal communication
- Event coordination and support experience
- Working knowledge of Donor Bill of Rights & Donor Privacy Act
- Administrative support to senior leaders and previous Board support experience an asset
- Flexibility to work outside of regular work hours to support the Development team
- Self-starter, creative problem solver with excellent time management skills; ability to work independently and in a team setting. Must demonstrate innovative thinking

Qualifications that are considered an asset to this role:

- Min 3-5 years in a Donor-centric development role
- Positive team player, passionate about making a difference in Health Care & Philanthropy
- Experience with Raisers Edge database and Raisers NXT
- Experience with Microsoft Office
- An equivalent combination of education and experience

If you are a passionate fundraising professional and are looking for a new exciting challenge, we would love to hear from you. This role includes some evening and weekend work as required. The successful candidate must have a valid BC driver's license and access to a vehicle. Candidates must also have an annual Flu Vaccination.

Nanaimo & District Hospital Foundation offers a competitive salary and excellent benefits package including a pension plan. If interested, please e-mail your cover letter and resume, in confidence to janice.krall@viha.ca by March 15, 2020. No phone calls please.