

Making Moments Matter

Carpenter Hospice is a home in the heart of Burlington that offers both residential-based care and community-based programs to people in the last stages of their lives. It lets residents spend their final days together with loved ones in an environment that is peaceful, comfortable and meaningful. It is staffed by a dedicated team of professionals and volunteers who provide compassionate, palliative care to meet residents' every need and ensure that each moment counts.

Development Assistant

30 Hours Per Week, 24-month Contract

Summary

Reporting to the Development Coordinator / Capital Campaign Manager, the Development Assistant is responsible for assisting with the implementation of the annual fund development plan and ensuring a clear and consistent brand and marketing presence.

This role is instrumental in the coordination of Hospice special events (internal and external).

The Development Assistant is responsible for supporting the creation, implementation and growth of innovative and impactful acknowledgement activities that contribute to a high quality donor service.

Professionalism

In the role of Development Assistant, you are expected to demonstrate professionalism through excellence in knowledge, judgement and behaviour. In the course of your duties, you will consistently demonstrate our core values of respect, honesty and equity. You will honour confidentiality and the autonomy of the residents and staff.

Duties

Include but not limited to...

- Accept new donations over the phone, in-person, and through community partnerships
- Work in collaboration with staff, volunteers, event organizers media and others to leverage our brand and achieve promotional synergies and maintain positive ongoing relations and marketing opportunities
- Review and approve appropriate use of the hospice style guidelines with all staff, volunteers, third part even organizers and vendors
- Provide support for annual Gala, Walkathon and Golf Tournament
- Provide support to third party event organizers
- Provide support to the annual Direct Mail Campaign
- Ensure all fundraising/donor activities comply in accordance to regulatory, legislative requirements and Hospice policies and procedures

- Conducts evaluations on fundraising/donation trends and initiatives
- Conducts research on fundraising/donation trends and initiatives
- Researches potential opportunities to support Hospice programs and services
- Develops a framework for major individual and planned giving strategies
- Assist in social media activities for the organization, leveraging new technologies for communication, fundraising, promotion and marketing
- Generate reports relating to all activities and events including but not limited to information related to risk assessment, lifespan of event/activity, evaluation reports and recommendations
- Assist in the development of capital fundraising initiatives
- Other duties as required

Position Requirements

- Post-secondary education related to fundraising, communications, or marketing
- 1 year+ experience in a not-for-profit, fundraising role
- Experience in supporting revenue generating special events
- Demonstrated understanding of social media and the web tools to drive revenue and profile
- Demonstrated understanding of marketing principles, trends and strategies
- Member of AFP preferred
- Knowledge and commitment to best practices in stewardship
- Exceptional written, oral and presentation skills
- Excellence in customer service and diplomacy
- Strong organizational, critical thinking and negotiating skills
- Proficiency with various software programs such as MS Office Suite (Word, Excel, and Publisher, PowerPoint), Outlook and Access
- Public speaking and presentation skills are necessary

Schedule of Hours

Monday to Friday, 30 hours per week (9:00 am to 3:30 pm)

* evening and weekend work as required to meet program and special event needs

Working Conditions

Significant computer use in an office environment with exposure to frequent interruptions. Ability to lift 20 lbs repeatedly and without restrictions. Some travel required.

Applications

Interested candidates can send a cover letter and resume to Angela Marlatt prior to November 15th, 2017.



Angela Marlatt
Development Coordinator
Capital Campaign Manager

Carpenter Hospice
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