



Donor Relations Officer, Foundation - 1 position	Posting #: 54737
Foundation	Posting Date: April 04, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: April 24, 2025
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$32.63 - \$40.79 /hour

Are you passionate about fostering lasting donor relationships and eager to join a dynamic, mission-driven team?

Join us at St. Joseph's Health Care Foundation as a Donor Relations Officer where you'll be essential in nurturing donor relationships and driving stewardship efforts to advance our mission and inspire ongoing community investment in care, teaching, and research at St. Joseph's Health Care London.

Our Foundation is dedicated to raising philanthropic support that drives innovation and excellence in healthcare. We emphasize a culture of collaboration, integrity, and continuous improvement, creating a positive, team-oriented environment where everyone's contributions are valued. With a focus on performance and best practices, we offer a competitive compensation package that recognizes and rewards your dedication and hard work.

As a Donor Relations Officer, you will work closely with the Director of Development to implement a comprehensive donor recognition and stewardship program. In this role, you'll be responsible for developing and nurturing relationships with donors by ensuring they are recognized and appreciated for their contributions. You will create and deliver personalized stewardship plans that keep donors informed about how their gifts are making a tangible impact, fostering a sense of connection and trust.

Your efforts will focus on showing donors the meaningful difference their support is making, while cultivating a culture of gratitude and transparency that encourages continued engagement and investment in our mission.

If you're passionate about donor recognition, stewardship, and making sure supporters know their generosity is valued, we'd love to connect with you.

Why Join Us?

This is a unique opportunity to contribute meaningfully and grow professionally in a supportive environment. You'll work alongside passionate individuals committed to making a difference.

How to Apply:

If you're excited about contributing to our mission, we want to hear from you! Please submit your resume and a cover letter outlining your qualifications and interest in the role.

Key Responsibilities:

- Develop and maintain strong, ongoing relationships with current donors through personalized recognition and stewardship plans to ensure they feel valued and appreciated.
- Manage a portfolio of existing donors, ensuring timely and meaningful communication about the impact of their contributions on care, teaching, and research.
- Create and implement customized stewardship strategies that demonstrate the tangible difference donor gifts make in advancing our mission.
- Recognize and celebrate donors through events, communications, and acknowledgments that highlight their importance to our organization.

- Collaborate with internal teams to ensure that donors receive accurate, timely reports on the use and impact of their gifts.
- Attend community and foundation events to strengthen existing donor relationships and engage potential supporters in meaningful ways.
- Work closely with volunteers, community leaders, and influencers to deepen connections and foster a culture of gratitude within the donor community.

The Donor Relations Officer works collaboratively across all teams within the Foundation to support its mission to inspire community investment in healthcare excellence at St. Joseph's.

Essential Qualifications

- Successful completion of a post-secondary degree.
- A minimum of three to five years of experience in donor relations, stewardship, charitable fundraising, or a similar role, with a focus on building and maintaining long-term relationships.
- Professional accreditation as a Certified Fund-Raising Executive (CFRE) is an asset.
- Proven track record of successfully managing and stewarding donor relationships, with a particular emphasis on major donors and long-term engagement.
- Deeply committed to understanding and building meaningful relationships with donors, volunteers, and stakeholders.
- Strong active listening skills, with the ability to build trust and establish rapport with diverse individuals.
- Exceptional organizational and time-management skills, with attention to detail and the ability to manage multiple priorities effectively.
- Excellent interpersonal skills, able to engage professionally with donors, volunteers, and internal stakeholders in a variety of settings.
- Strong oral and written communication skills, with the ability to craft personalized, impactful messages that resonate with donors.
- Self-motivated, with the ability to work independently, meet deadlines, and take initiative.
- Results-oriented, with a focus on achieving stewardship and engagement goals that contribute to the organization's overall mission.
- Positive and optimistic attitude, skilled in having crucial conversations and managing donor expectations.
- Strong computer skills, including proficiency with donor management software and Microsoft Office Suite.
- A valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance are required.
- Commitment to the Foundation's Stewardship Policy, the AFP's Code of Ethical Conduct, and Standards of Practice.
- Adherence to the Privacy and Confidentiality policies of the Foundation and St. Joseph's Health Care London

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps, rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to. Only those under consideration will be contacted.