



Are you interested in joining a team where you are improving lives by propelling meaningful healthcare advancements within our community? At **Calgary Health Foundation**, that is what we do! Through collaboration, philanthropy, and strategic investment, we enable new levels of excellence across the entire healthcare system, all to enhance outcomes and build healthier communities.

We are growing and have exciting career opportunities within many areas and functions. If you are ready to make a difference in the community in which you live and work, please apply today.

### **THE OPPORTUNITY: Philanthropy Coordinator**

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Calgary Health Foundation is excited to be adding a coordinator position to support our major gift philanthropy team. As Philanthropy Coordinator, you will provide coordination support to our fundraisers, advancing cultivation and fundraising activities. Working in partnership, you will ensure accurate and timely capture of relevant information on current donors and prospects to help guide pipeline movements, generate gifts, and deliver meaningful stewardship. You will also provide administrative support in drafting grants and proposals ultimately contributing to the achievement of Calgary Health Foundation's mission and mandate.

Key accountabilities of the role include:

- **Support fundraisers in tracking** pipeline movements, prospects, strategy, task assignment, and maintenance of timelines.
- **Assist with the implementation of fundraising plans**, including coordination of activities related to cultivation, solicitation and stewardship.
- **Maintain Raiser's Edge database with accurate prospect and donor records.**
- **Assist in coordinating special events, meetings, and receptions.**
- With guidance from other members of the Philanthropy and Finance team, **draft grant requests, proposals, and gift agreements, and complete administrative follow-up activities** as needed.
- **Generate reports** to help the philanthropy team track pipeline movements and advance cultivation plans.

## THE IDEAL CANDIDATE

The ideal candidate has exceptional organization skills with proven success managing multiple demands in a dynamic and time-sensitive environment. Leveraging their expertise in writing and self-starting disposition, the successful incumbent will use their proven communication and collaboration skills to track activities and outcomes to successful completion providing the necessary support to our major gift fundraising team to achieve success.

Additional qualifications:

- Diploma or degree in a relevant field (i.e., business administration).
- A minimum of 3 years' administrative experience, supporting multi-faceted coordination activities, preferably in a fundraising setting.
- High proficiency in all Microsoft Office applications.
- Non-profit experience would be an asset.

**If this sounds like you, please apply by no later than November 4<sup>th</sup>, including a cover letter and résumé via:**

- **LinkedIn (preferred): [Philanthropy Coordinator | Calgary Health Foundation](#)**

OR

- by email in confidence to [careers@calgaryhealthfoundation.ca](mailto:careers@calgaryhealthfoundation.ca).

## ADDITIONAL INFORMATION

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It is expected that the starting salary for this position will be in the range of \$55,000 to \$65,000, aligned with the successful candidate's experience and skill set.

**Calgary Health Foundation** is a community-based charity raising funds to advance our city's healthcare. For more information about Calgary Health Foundation, please visit [www.calgaryhealthfoundation.ca](http://www.calgaryhealthfoundation.ca), or find us at on social media @yyc\_health and calgaryhealthfoundation.

Our team is made up of people-minded, empathetic, and innovative contributors. We are an equal opportunity employer, and we strive to create an inclusive culture for all employees. We believe that diversity and collaboration amongst our teams drives innovation and transformation.

If this posting describes your background, skills and attributes please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly but you feel you are well suited to this opportunity, we encourage you to apply.