

We're in the business of changing lives

The QEII Foundation inspires generosity to advance health care at the QEII Health Sciences Centre (QEII) – Atlantic Canada's leading healthcare institution. Renowned for its innovation and leadership in philanthropy, the Foundation is currently seeking a highly motivated and qualified individual to join our dynamic team of professionals as an **Engagement & Fundraising Representative (Part-Time)**.

Join a team of passionate fundraising professionals

As an ideal candidate you effortlessly build rapport with others over the phone. Your curiosity leads to a genuine interest in understanding what motivates and inspires others. You easily apply what you learn and bring those insights into your conversations to connect with others in a meaningful way. You are solution focused, enjoy a fast-paced environment and have an infectious enthusiasm that inspires others. Sound like you? Read on.

Primary position responsibilities:

- Build meaningful relationships with donors over the phone with a focus on engagement and fundraising. Specific responsibilities include:
 - Communicating with event stakeholders (participants, donors, volunteers) to inform, recognize or coach/support, as required.
 - Supporting donors through program outreach.
 - Recognizing and thanking donors for their contribution.
 - Communicating the impact donor contributions have delivered as programs and priorities advance at the QEII.
 - Assess donor situation and needs to solicit appropriate gift/relationship connection, with an ongoing goal of donor centricity.
 - Input information and updates accurately and efficiently using the Foundation CRM program (Raiser's Edge Software).
 - Collect information from donors to update account information, or solicit feedback to help improve programming.
 - Other tasks as they evolve.

Qualifications that play to your strengths:

- Minimum of high school diploma or equivalent
- Ability to work independently and collaboratively as part of a team
- Ability to maintain confidentiality, and manage emotional conversations

- Superior communication, customer service and relationship management skills
- Follow Foundation guidelines, policies and donor code of ethics
- Proficient computer knowledge
- Working knowledge of Raiser's Edge, considered an asset
- Previous work experience within fundraising, a call centre or phone program, considered an asset
- Open to constructive feedback and welcomes instruction and direction
- Willingness to work as necessary, including evening and weekend shifts

The QEII Foundation offers a highly collaborative and supportive atmosphere; with a flexible working schedule. The position is a casual part-time position; weekly hours flexible. Wage: \$11.55 - \$15.00 hourly. The QEII Foundation is an equal opportunity employer.

Applicants are asked to submit a cover letter and resume by the application deadline of October 11, 2019 (5 p.m. A.S.T.), to: anne.mombourquette@qe2foundation.ca We thank all applicants but advise that only those selected for an interview will be contacted.

About the QEII Foundation

Inspiring generosity to advance health care at the QEII.

The QEII Health Sciences Centre Foundation is a non-profit charitable organization established to strengthen the QEII Health Sciences Centre's ability to provide health care of the highest quality across Atlantic Canada. With financial support from all levels of the community, the QEII Foundation helps fund new technologies, medical research, innovation and professional education that contribute to life-changing moments experienced every day by patients and their loved ones at the QEII. Inspired by the patient stories and the passion shown by the QEII's health care teams, the QEII Foundation staff and Board of Trustees continue to achieve 100% participation in giving. By working together with people who share a vision of better health, the Foundation strengthens care delivered at the QEII, improving the health and lives of Atlantic Canadians.

QE2Foundation.ca