



The QEII Foundation inspires generosity to advance health care at the QEII Health Sciences Centre - Atlantic Canada's leading healthcare institution. The QEII Foundation is currently seeking a community-minded, experienced fundraising professional to join our dynamic team as the Manager, Stewardship and Donor Relations.

Reporting to the Director, Major Gifts, the Manager, Stewardship and Donor Relations is responsible for the management and execution of all stewardship and donor relations activities for the major gifts and planned giving portfolios. The successful candidate will have a keen understanding of industry best-practices, but a keen focus on creative and customized recognition for our generous donors.

#### **Key Responsibilities**

While this position will report to the Director, Major Gifts, the Manager, Stewardship and Donor Relations works closely and collaboratively with the full Development Team. This position will work closely with a number of stakeholders to create a comprehensive and compelling stewardship and donor relations program.

The successful candidate will bring a minimum of five to eight years of experience, working at a similar level within the charitable sector; a track record of success; and a reputation as an engaging and inspiring professional with strong leadership qualities. The incumbent will demonstrate a high level of professional motivation; sound ethical practices; superior written and verbal communication skills; and a high degree of project management expertise. They will bring a strong donor-centered philosophy to all day-to-day activities, and will understand how to align the organization's fundraising needs with a donor's charitable goals. They will also demonstrate a high level of emotional intelligence and are passionate about healthcare philanthropy.

A CFRE designation would be an asset but is not required to apply.

The QEII Foundation offers a highly collaborative and supportive atmosphere, the opportunity for professional growth and development and a competitive benefits package. The QEII Foundation is an equal opportunity employer. We thank all applicants but only those selected for an interview will be contacted.

If you demonstrate the above attributes and are interested in exploring this career opportunity to make a meaningful difference, we want to hear from you. Please forward a cover letter and resume to Jennifer Keeping, Manager Administration at [jennifer.keeping@qe2foundation.ca](mailto:jennifer.keeping@qe2foundation.ca).

**Application deadline is December 13, 2019**