Carpenter Hospice

Job Posting

Job Title:	Fund Development Specialist
Reports To:	Director, Fund Development, Community Impact and Engagement
Department:	Fund Development
No. of positions:	1
Employment Status:	Full-Time, Permanent (37.5 hours per week)
Compensation band and range:	Professional 3- Administrative- salary range $27.21 to $33.32 per hour
Work Location:	Burlington

About the Organization
Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness.

Job Summary
Reporting to the Director, Fund Development, Community Impact and Engagement and working as a member of the Fund Development team, the Fund Development Specialist is responsible for the development, management and execution of fundraising efforts that generate revenue and strengthen donor engagement in support of the organization's mission. This role focuses on donor acquisition, stewardship, annual giving campaigns, grant support, corporate partnerships, events, and fund development administration. The successful candidate will build strong relationships with community stakeholders to build sustainable revenue streams and strengthen donor relationships.

This position requires a highly motivated fundraising professional with approximately 3-5 years of progressive non-profit fundraising experience and a demonstrated ability to secure sponsorships, cultivate donors, manage events and contribute to fundraising strategies.

Duties and Responsibilities

Donor Cultivation and Stewardship
- Support the development and lead execution on the Fund Development strategy to focus on donor relationships, revenue generation and sustainability across all donation types
- Identify, cultivate, solicit and steward corporate and community partners
- Create and present sponsorship proposals and customized partnership opportunities
- Manage and maintain a portfolio of individual donors and pipeline prospects for annual giving and major gift programs
- Develop individualized cultivation and stewardship plans and materials
- Coordinate donor meetings, proposals, and recognition opportunities ensuring communications are timely
- Develop and coordinate donor and organizational impact reports
- Develop and manage donor recognition process and activities to include in-hospice recognition placements and displays

Fund Development Programs
- Plan and execute annual fundraising campaigns including direct mail, online appeals, monthly giving, holiday

programs
- In collaboration with the Communications and Community Engagement Specialist, develop and execute communication strategies to retain and upgrade donors
- Support development of Legacy and In Memoriam donation strategies and programs
- Support Third Party events

Community Engagement and Events
- Develop and maintain relationships with local businesses, community groups, service clubs and corporate partners
- Represent the organization at community events, networking functions and meetings
- Organize and attend donor events and recognition activities in the community
- Organize the signature event, Hike for Hospice with the team including partner and sponsor acquisition and management. Lead the project to on-time and on-budget outcomes.

Database Management and Reporting
- Maintain accurate donor and prospect records in the donor management system (Donor Perfect)
- Prepare fundraising reports, analysis, dashboards and updates
- Track established KPIs each month and provide insights, risks and opportunities
- Ensure compliance with donor privacy, fundraising regulations, and organizational policies
- Manage donor data and ensure accurate gift processing, receipts and acknowledgements

Qualifications and Job Requirements
- Bachelor's degree in Business, Fundraising, Marketing, Communications or related field (or equivalent combination of education and experience)
- Three (3) to five (5) years of experience in fundraising, marketing, communications or a related role
- Proven track record of successful fundraising programs and experience
- Healthcare and/or non-profit sector experience preferred
- CFRE or equivalent accreditation considered an asset
- Excellent written, verbal, editing and communications skills
- Strong interpersonal skills with the ability to collaborate effectively with colleagues across the organization
- Strong organizational skills with the ability to coordinate multiple projects, prioritize competing deadlines, and maintain attention to detail
- Proficiency with Microsoft Office Suite and social media platforms; experience with email marketing platforms such as Mailchimp or Constant Contact, website content management systems
- Proficiency and experience with donor management systems, preferably Donor Perfect
- Understanding of hospice philosophy and sensitivity to end-of-life care is preferred
- Self-motivated, adaptable, and eager to learn new communications tools and technologies
- Demonstrated sound judgment, professionalism, and discretion when handling confidential or sensitive information
- Ability to work independently while contributing effectively as a member of a collaborative team
- Must possess a valid driver's license and reliable transportation
- A satisfactory current Criminal Record Check (CPIC), including a Vulnerable Sector Check, is required
- High degree of professionalism and privacy understanding
- Other duties as assigned

Schedule of Hours
- 37.5 hours per week in regular business hours, Monday to Friday with flexibility to work occasional evenings or

weekends to support organizational events and community initiatives as required.

Working Conditions

- Significant computer use in an office environment
- Exposure to frequent interruptions
- Evenings and weekend hours as needed
- Ability and means to travel as needed

Equity and Accessibility Statement

We are an equal opportunity employer and are committed to building an inclusive and accessible work environment. We encourage applications from individuals of all backgrounds and abilities. Accommodations are available upon request throughout the recruitment process.

How to Apply

Please submit your resume and a cover letter to **hr@thecarpenterhospice.com** and use the subject line: **[Job Title] Application – Your Name**. We appreciate the interest of all applicants. However, only those selected for an interview will be contacted. Reference checks will be conducted for potential candidates and the information collected will be used in making the final hiring decision.