



RELATIONSHIP MANAGER – NOVA SCOTIA

(Community & Corporate Giving)

What We Need:

The IWK Foundation is looking for a skilled and independent individual to join the Community & Corporate Giving team in Nova Scotia as soon as possible. This position will work from the head office in Halifax to support key individual and corporate donors throughout the province as well as individuals, community groups, third-party events and corporate partners to raise funds for the IWK Foundation annually.

Position Responsibilities:

- Prepare an annual work plan and develop account strategies for managing a full portfolio of donors over \$5,000, including branch-based accounts and third party events as assigned by Manager Community & Corporate Giving, with a focus on new business development
- Manage some Major Gift Accounts where assigned based on donor relationship and history.
- Responsible for all phases of the donor journey – identification, qualification, cultivation, solicitation & stewardship - to foster strong and sustainable relationships.
- Work with the Donor Engagement team to ensure timely recognition, stewardship and accountability to donors and that third party events are activated effectively.
- Assist with Telethon fundraising strategy with a specific focus on Cape Breton (i.e. supporting volunteer committee and local donors)
- Actively spend time prospecting and facilitating cold calls/visits to potential new donors
- Utilize CRM database management practices to track donor contact and moves and to identify key donor insights and opportunities
- Prepare reports on donor activity and key metrics as required
- Represent the IWK Foundation at key donor and community events
- Participate in public speaking engagements where required
- Contribute strategically and collaboratively to the overall goals of the Department and wider Foundation team
- Ability to travel and work evenings/weekends as required

Who You Are:

This position requires skills in prioritization, scheduling and navigating complex organizations. A Bachelors Degree (Social Sciences, Business) along with a minimum of 2-3 years of related experience in either business development, sales or fundraising is preferable. As a creative and innovative thinker, you have the ability to prioritize and focus on strategic goals while possessing a passion for fostering and nurturing long-term relationships. A comfortable public speaker, you possess strong verbal and written communication skills. Extensive travel throughout the province is required with working on weekends and evenings (when required). A valid drivers license with acceptable driver record, along with your own vehicle are required. Assets to this position would include experience using a CRM database (ideally Raisers Edge) and bilingualism (French and English).



What Do You Do Now?

If you meet the criteria and are a dynamic and determined individual with a passion and desire to support children, youth and families in the Maritimes, we would like to hear from you. Please provide your cover letter stating why you wish to work at the IWK Foundation, along with your resume and salary expectations to jeff.hunter@iwk.nshealth.ca. While all applications will be reviewed, only successful candidates will be contacted for an interview.

The IWK Foundation is committed to the principle of equal opportunity in its employment practices and to providing an environment free from harassment and discrimination for all employees.