



IWK Foundation

Relationship Manager, NS (14 Month Contract)

Who We Are:

The IWK Foundation, together with its donors, strives to be the catalyst to revolutionize health care and research for women and children. The IWK Foundation is committed to continuous improvement and running a business that is entrepreneurial, innovative, and based on strong values.

This is a hybrid position based in Halifax, NS as per the IWK Foundation's Flexible Work Plan. Some travel across NS and potentially other areas of the Maritimes as needed for meetings and events.

What We Need:

Be part of the future of women's and children's healthcare, by collaborating with the Community and Corporate Giving Team through fostering relationships with existing donors and focusing on new business opportunities that align with the IWK's priorities and mission. Reporting to the Manager, Corporate and Community Giving, we are looking for a dynamic, purpose-driven professional to join us as our Relationship Manager (RM), NS, working with individuals, corporate partners and third-party events throughout NS to move the Foundation toward its overall financial goals. This important role is divided into three primary functions – Revenue Generation, Relationship Management, and Work Planning and Administration.

The RM, NS is a key member of the Philanthropy team with a vision of inspiring exceptional philanthropy. We are looking for someone who will use their relationship and communication skills with a keen sense of initiative to spot fundraising opportunities, develop relationships with potential donors, and manage a cross functional portfolio of donors and partners.

Professionalism, motivation, organization, and a knack for research are ideal. With their exceptional drive to further the IWK Foundation's mission and fundraising efforts, the ideal candidate will also strategize and deliver new fundraising opportunities.

Revenue Generation

- Meet or exceed individual annual fiscal revenue targets.
- In collaboration with the Manager, Community & Corporate Giving assist in developing and executing strategies to increase revenue that contributes to the overall fundraising goals of the organization.

Relationship Development

- Prepare an annual work plan and develop account strategies for managing a full portfolio of donors.
- Responsible for all phases of the donor journey – identification, qualification, cultivation, solicitation & stewardship - to foster strong and sustainable relationships.
- Identify and grow new business opportunities that align with the organization's mission and need to diversify our donor base and revenue streams.
- Use CRM tools to ensure momentum and track donor activity to influence donor strategy and meet revenue targets. Activities include face-to-face visits, phone, and email.
- Prepare proposals and solicitation packages for prospective donors and partners.

- Conduct presentations at meetings and events as required and represent the IWK Foundation at key donor and community events.
- Work with the various departments to ensure timely recognition, stewardship, and accountability to donors.

Work Planning and Administration

- Manage effective systems for tracking donor activity in IWKF databases.
- Work in compliance with IWK Foundation policies and the Donor Bill of Rights.

Who Are You:

You are known for your good judgement, attention to detail, and the ability to communicate professionally and build strong relationships with donors, corporate partners and individuals.

You have:

- 3+ years' experience in a similar role(s)
- Relevant post-secondary degree or diploma
- Experience with fundraising and donor relations
- Proficiency in Microsoft programs including Word, Excel, and Outlook. Experience with CRM databases (experience with Raiser's Edge is considered an asset)
- Self-direction, with excellent time management skills
- Focused attention to detail
- A confident, energetic, and positive outlook.

You thrive working in a fast-paced environment, collaborating with a dedicated and passionate team to enable world-class care for Maritime children, women, and families.

What Do You Do Now?

If you are passionate about children's and women's health, with a desire to be a part of something important in our communities, hearing patient stories, meeting patients, patient families, donors and other health care professionals impacted by the work the Foundation does each day, then this is your opportunity! The IWK Foundation also provides a competitive compensation package.

If this role seems right for you, please provide a cover letter outlining why you believe it is a fit, along with your resume to iwkcareers@iwkfoundation.org with the subject line: RM, NS 14 Month Contract. We thank all candidates but only those selected for an interview will be contacted.

We welcome all applicants who self-identify as Indigenous, Black/African Nova Scotians, Persons of Colour, Immigrants/Newcomers, Persons with Disabilities and 2SLGBTQIA+ to apply and represent the communities that we support.