



IWK Foundation

Relationship Manager, Community and Corporate Giving

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.

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 IWK's priorities and mission. Reporting to the Associate Director, Development, we are looking for a dynamic, purpose-driven professional to join us as our Relationship Manager (RM), 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 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.

The IWK Foundation has a Flexible Work Plan, embracing a hybrid model with the expectation of a minimum of 2 days in the office per week. There will be some travel across the Maritimes, and the RM may be required to attend events during evenings and weekends as needed.

Revenue Generation

- Meet or exceed individual annual fiscal revenue targets.
- In collaboration with the Associate Director, Development, 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 ensuring long-term support.
- Identify, cultivate and grow new business, with a focus on opportunities of \$25,000 or greater that align with the organization's mission and need to grow current donor base.

- Diversify and expand on streams of giving within the current donor portfolio, with a focus on maximizing impact through employee giving, sponsorships, and cause-related marketing initiatives.
- 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 including Brand, Operations, Donor Recognition and Donor Communications to ensure timely recognition, stewardship, and accountability to donors.

Work Planning and Administration

- Manage effective systems for tracking donor activity in IWK 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 meaningful in our communities, hearing patient stories, meeting patients and patient families, donors and health care professionals impacted by the work the Foundation does each day, then this is your opportunity! The IWK Foundation also provides a competitive and comprehensive compensation package in addition to a flexible work environment.

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: **Relationship Manager**. 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.