

# Donor Relations Officer

1-year full-time contract with option for renewal

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The Bridge Hospice (TBH) is seeking a dynamic individual to support and enhance our fund development plan and steward donor relations in order to contribute to the financial sustainability of our rural hospice home.

The Donor Relations Officer is responsible for relationships with current and prospective donors, and for generating financial support through a fund development plan that includes annual giving, in-memoriams, major gifts, corporate sponsorships, legacy giving, events and grants.

The full-time contract position reports directly to the Director, Clinical Services & Operations, and is accountable to The Bridge Hospice Board of Directors.

## Fund Development

- Develop and implement Legacy Giving and Major Gifts programs
- Strengthen the impact of current fund development strategy, based on best practices

## Donor Relations

- Steward existing donors
- Research, identify and engage new donor prospects
- Identify opportunities to implement new technologies to enhance donor communications
- Participate in networking and community relations activities, and hospice and community events
- Identify, cultivate, and solicit corporate sponsorships

## Required Skills & Qualifications

- Post-secondary education with a minimum 3 years' experience in related field
- Sound understanding of fundraising principles -- CFRE designation preferred
- Demonstrated initiative, resourcefulness and natural ability to build and leverage relationships
- Strong written and oral communication skills
- Ability to set clear, results-oriented goals with measurable outcomes
- Efficient at multi-tasking, meeting deadlines, and working independently
- Computer-literate and skilled in MS Office Suite, donor management software (e.g., SUMAC), and social media tools
- Respectful of the mission, vision and values of The Bridge Hospice
- Understands the social value of hospice in the community

Please submit your cover letter and resume including three (3) professional references to [director@thebridgehospice.com](mailto:director@thebridgehospice.com).

Alternatively, your application may be submitted by surface mail, addressed as follows:

The Bridge Hospice  
Attn: Director, Clinical Services & Operations  
137 Old Hastings Rd, Box 354, Warkworth, ON K0K 3K0