



www.HospiceMiramichi.com

Hospice Miramichi Inc. (HMI) seeks to raise the awareness of the unique needs of those living with life threatening illnesses where cure is not an option and medications are no longer controlling the condition. Since 2011 HMI has been working within the Miramichi region to provide practical care and support for clients and families in their homes, in nursing homes, hospitals and special care homes.

Our staff and volunteers are trained to provide practical and emotional support during the end stages of life and through the grieving process.

Hospice Miramichi is currently the only hospice in New Brunswick to offer day programs to those living with life threatening illnesses

We are preparing to expand our services to include residential hospice services and the facility is currently under construction. Due to this growth, we are calling for interest in the following position:

FUND DEVELOPMENT OFFICER

This is an exciting time to join us as we expand into our new facility and begin providing a range of services to a large part of northeastern New Brunswick.

LOCATION

Hospice Miramichi is located in Miramichi, New Brunswick. This position will be based out of our temporary office at 50 Airport Drive, Miramichi, NB. and will include some possibility to work from home.

JOB SUMMARY

Reporting directly to the Executive Director and in accordance with Hospice Miramichi Inc. strategic plans and policies, the Fund Development Manager is responsible for all marketing and fund development initiatives to support the short-term and long-term fundraising goals of the organization. The Fund Development Officer plays a significant role as an ambassador for the organization. This position will start as full-time at 37.5 hours per week.

Revenue Development and Donor Relations

In partnership with the Executive Director, identifies, develops, implements, and evaluates the annual and long-term fund development plan in alignment with budget requirements.

In collaboration with the Fundraising Committee, promotes the Hospice brand to leverage community support.

Identifies new donor/sponsor opportunities, conducts personal meetings, and confirms support.

Enhances existing donor relationships, sponsorships, and stewardships.

Builds personal relationships with community groups, businesses, and individuals to develop resources for Hospice.

Processes donations and other revenue in a timely manner, ensuring funds are handled securely; donor privacy is maintained in full adherence to all CRA laws and regulations and to Hospice Miramichi Inc. policies for donor relations.

Coordinates grant applications and assists where required.

Fundraising Events

Responsible for the effective delivery of all Hospice fundraising events and activities to maximize net profit in accordance with Provincial/Federal Acts and Regulations.

Identifies and secures event sponsorship and manages the sponsorship relationship.

Manages event promotion and advertising.

Leads all aspects of fundraising events planning, budgeting and delivery as approved by the Executive Director. Provides reports with qualitative and quantitative data as well as recommendations for improvements.

Communications

Cultivates and maintains effective media relations and up-to-date contacts.

Manages advertising and promotion initiatives.

Develops and/or assists with corporate and community presentations to build donor and community support.

Executive Support

Maintains current knowledge of trends, issues and legislation affecting revenue development.

Liaises with staff at all levels and supports the work of other Managers/Board of Directors.

Please note that the duties outlined above are the basic and prime duties of the position. Related duties will be assigned from time to time as may become necessary to the operation of Hospice Miramichi Incorporated (HMI)

Qualifications

Combination of education and experience in Fund Development as well as strong abilities to work with volunteers and staff as well as other community partners

Knowledge of processes that demonstrate fiscal responsibility and able to manage those processes

Demonstrates a positive outlook while working with others while being flexible in a changing environment

Have abilities/knowledge/experience in areas dealing with grants, legacies, endowments, and other sources of revenue as well as Fund Raising event management.

Demonstrated abilities to work independently and with flexible hours to complete tasks with deadlines.

Knowledge of the New Brunswick healthcare system as well as experience with non-profits, including pertinent government regulations

Conditions of Employment will include a current Criminal Record History suitable to our Board of Directors.

Application, at minimum, should contain:

Cover letter

Resume - citing education and a thorough description of relevant experience, qualifications, and skills

References - the names and telephone numbers of three references, at least two of whom were your direct supervisor or equivalent.

Any other supporting documentation provided with application will not be returned

Forward application to:

Ken MacDonald, Chairman Human Resources Committee, Hospice Miramichi

Ken(at)kenmacdonald.ca

Only those candidates selected for an interview will be contacted.

This posting shall remain in effect until a suitable candidate is found.