



CHILDREN'S & WOMEN'S HEALTH  
CENTRE OF BRITISH COLUMBIA

**POSITION GUIDE**

**Non-Contract Staff**

**A. ORGANIZATION – BC Women's Hospital & Health Centre Foundation**

**DIVISION:** Women's Foundation      **JOB TITLE:** Development & Research Coordinator

**DEPARTMENT:** Women's Foundation Office      **JOB CODE:**

**REPORTING TO:** Chief Strategy +Development Officer

**B. PURPOSE**

Perform a variety of duties in support of grant application and campaign activities of the Foundation. Duties include assisting other Development team members with: researching and tracking grant prospects; grant application preparation; writing, submitting and reporting. Duties may also include assisting the Campaign team members by providing general office support, which includes mailings, reports, filing, directed event preparation, answering the telephone, processing mail, research, running errands, procuring supplies and a variety of related tasks.

**C. COMPLEXITY**

This position receives strategic direction from the Chief Strategy + Development Officer for prioritizing proactive research on past, current and new grant prospects in the corporate, public and private sectors, while independently organizing schedules for applications and follow-up solicitations; plus preparing and submitting post-grant project reports to donors. For Campaign work this position receives direction from the Campaign Associate Director.

**D. RELATIONSHIPS**

**Internal**

Works closely with the Development Team to successfully support the overall grant research and application program; builds relationships with Hospital employees and medical staff for the purpose of keeping hospital data current on grant applications; works with office volunteers

**External**

Receives and responds to questions from external sources regarding the foundation's grant application activities; contacts granting agencies to establish eligibility, clarify application processes, and submit follow-up reports, as directed

## **E. SPECIFIC ACCOUNTABILITIES**

### **Grant Writing**

1. Assists and leads the research and writing of funding applications and proposals to granting agencies
2. Develops and manages a grant application background template, incorporating information on the Hospital and Foundation such as charity number, contact information; hospital mandate/mission/vision; Foundation Board list & purpose; record of incorporation and registration; standard Hospital program information, such as bed numbers department by department, etc.)
3. Develops donor deadline reports, including prospect submission deadlines for past and potential prospects; and prospect reporting deadlines for successful grants
4. Manages prospect/case lists by industry (government, public and private foundations, individuals, private sectors, etc.)
5. Research the potential of past prospect opportunities for annual fundraising
6. Writes standard information on upcoming grant applications; gathers background documents for grant applications (budget, vendor quotes/invoices); writes grant applications and small to mid-level grant requests; and writes follow up reports to donors, as directed
7. Assists in creating file system and database coding systems for grant prospects
8. Maintains records and files. Updates and maintains other databases. Generates reports as needed for committees, Board, and for staff
9. Develops cases for support for hospital priority needs under the supervision of the Chief Strategy + Development Officer

### **Capital Campaign**

1. Researches potential prospects and potential opportunities with past prospects for capital campaigns
2. Assists with the research and writing of solicitation packages, planning and implementing hospital tours, cultivation, recognition and other events, mailings, donor recognition system implementation, volunteer coordination, appeals, and communications, as directed
3. Assists in writing materials such as letters, proposals, marketing or promotional documents, etc.
4. Formats Letters of Intent, grant applications; plus proposals and other materials related to capital campaign needs
5. Develops/revises Campaign Case Reports and update or create new case lists as may already exist and are planned, for both campaign and annual fundraising

### **Donor Letters**

1. Writes template acknowledgement and thank you letters as needed, refreshing our standard thank you letters on an annual basis or better.
2. Works with Director of Development, Chief Strategy + Development Officer and CEO to write special letters as needed (thank you letters, acknowledgement letters, requests for meetings, invitations to tour the hospital, solicitation letters, etc).

### **Online Communication, Social Media, & Technology**

1. Manages Foundation social media accounts (Facebook, Twitter, Google+), making regular updates to share foundation and hospital news, events, donor recognition, and stories. Works with goal to increase profile of the foundation.
2. Uses social media to engage with donors, sponsors, advocates, and friends of the foundation.
3. Participates in the moderation of social media activity.
4. Keeps informed about Social Media trends, best practices, and tools.

### **General**

1. Updates files on an ongoing basis
2. Assists with general office duties, coordination of volunteers and temporary personnel, as needed
3. Assists with onsite logistics at special events
4. Performs other related duties as assigned

5. Performs duties in accordance with the attached "Expectations of the Role"

**F. POSITION SPECIFICATIONS**

**Education/Experience**

Under graduate degree; completion of related courses; plus two years of recent related experience; or an equivalent combination of education, training and experience

**Competencies**

- ◆ Excellent attention to detail
- ◆ Thorough knowledge of basic office suite software
- ◆ Ability to communicate effectively, verbally and in writing
- ◆ Ability to deal with others professionally and effectively
- ◆ Physical ability to carry out the duties of the position
- ◆ Ability to work in a team environment
- ◆ Ability to operate related equipment
- ◆ Knowledge of Raiser's Edge an asset, but not mandatory

**I. SIGNATURES**

**APPROVALS**

\_\_\_\_\_  
Laurie Clarke, CEO  
BC Women's Foundation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consultant, Human Resources

\_\_\_\_\_  
Date

## **EXPECTATIONS OF THE ROLE**

1. Acts, speaks, writes, and dresses in a way that indicates the he/she sees him/herself as a skilled professional, serving the needs of our donors, Foundation, Hospital, and community
2. Considers him/herself a part of a team
3. Conducts all relations w/everyone including members of the public, colleagues within and outside of the community, and all stakeholders (e.g., donors, patients and families, Board Directors, physicians, Foundation Office staff, Hospital staff, Volunteer Auxiliary) with the highest standards of integrity and professionalism
4. Demonstrates commitment to ongoing education, seeking it independently and with the support of the Foundation
5. Concerned that all aspects of the Foundation meet the highest possible standards of operation and revenue generation
6. Confronts and solves problems rather than ignoring, obscuring or deflecting them
7. Delivers what he/she commits to
8. Follows through to see that tasks are performed correctly
9. Strives to improve performance and outcomes
10. Is proud to make the Foundation one of his/her top 5 annual charities
11. Is proud to ask for financial support for the Foundation whenever possible
12. Looks upon problems as challenges to be managed and solved
13. Self-motivated
14. Understands and is committed to the idea that work is accomplished by enlisting the commitment and talent of others
15. Understands and is committed to receiving little public recognition, but rather ensuring that our donors and volunteers receive public recognition and credit for success
16. Supports others when appropriate and gets support from others when needed
17. Recognizes that flexibility is key to working with volunteers and to success in development
18. Acts and speaks in a way that reflects his/her belief that the Foundation will succeed by helping donors reach their goals
19. Acts and speaks in a way that reflects his/her belief that he/she will succeed by helping the Foundation to succeed