

DIMENSIONS

Number of Staff:	20 F/T,	Total Beds:	Ten
Contracted Service Providers:		Total Assets:	\$4,500,000.00
Operating Budget:	\$2,000,000	Capital Budget	

ORGANIZATIONAL STRUCTURE

The Community Engagement & Fundraising Coordinator reports directly to the Board of Directors and form the Senior Management Team. The incumbent will work with the Clinical Supervisor in a leadership capacity to support the operations and wellbeing of the Rose Garden Hospice, its staff, guests, donors, and board of directors.

JOB CONTEXT

RGHA is a community-based, non-profit health organization providing services with provincial operational funding flowed through the Saskatchewan Health Authority. RGHA is not an affiliate of SHA. RGHA provides end-of-life care and symptom management to our terminally ill guests utilizing 10 designated palliative beds.

The Community Engagement and Fundraising Coordinator plays a pivotal role in advancing the mission and operations of the Rose Garden Hospice. As the initial point of contact for the public within the hospice, this role sets the tone for meaningful relationships between the hospice and the community it serves. He/she is responsible for orchestrating public relations initiatives and fundraising endeavors, and serves as a vital link between the hospice and the community we serve. Reporting directly to the Board of Directors, with close collaboration with the Fundraising Committee, this person contributes significantly to the sustainability and growth of the organization.

Key Responsibilities

Community Engagement

- Develops and maintains relationships with community groups, businesses, service clubs, healthcare partners, and other stakeholders.
- Represents the hospice at community events, meetings, and networking opportunities.
- Coordinates outreach activities that increase awareness of hospice services and the organization's mission.
- Develops presentations and promotional materials for community audiences.
- Fosters partnerships that support fundraising, volunteer recruitment, and advocacy efforts.

Fundraising and Philanthropy

- Leads in developing and implementing annual fundraising plans and campaigns.
- Cultivates, solicits, and stewards individual donors, corporate sponsors, and community supporters.
- Identifies and pursues opportunities for donations, sponsorships, and grants.
- Coordinates donor recognition and stewardship activities to strengthen long-term relationships.
- Maintains accurate donor records and ensure timely acknowledgment of gifts.
- Supports planned giving and major gift initiatives as appropriate.

Events and Campaigns

- Plans, coordinates, and evaluates fundraising events and community engagement activities.
- Recruits and coordinates volunteers for fundraising and community events.
- Manages sponsorship opportunities and relationships with event partners.
- Tracks event budgets, revenues, and outcomes.
- Ensures successful execution of campaigns from planning through post-event evaluation.

Communications and Marketing Support

- Develop fundraising and engagement materials.
- Manage social media, newsletters, website content, and donor communications.
- Share impact stories that demonstrate the value of hospice care and donor support.
- Promote fundraising campaigns and community initiatives through various channels.

Administration and Reporting

- Maintain donor databases and fundraising records.
- Leads the Fundraising Committee meetings to include Agenda preparation and assignment of minute taking
- Monitor fundraising and engagement metrics.
- Prepare reports on campaign performance, donor activity, and community outreach initiatives.
- Ensure compliance with applicable fundraising regulations and organizational policies.
- Support strategic planning and departmental goal setting.
- Manages and leads the Volunteer Coordinator in the performance of her duties.
- Supervises the Maintenance staff and the HR/Finance Administrator

Qualifications

EDUCATION & SKILL REQUIREMENTS:

- Certificate Diploma or degree in fundraising, nonprofit management, communications, marketing, public relations, business administration, or a related field.
- Strong relationship-building and interpersonal skills.
- Proficient computer skills: proficiency with donor databases, CRM systems, and Microsoft Office applications; Graphic Design and Media Marketing capabilities.
- Knowledgeable about community dynamics and stakeholder engagement.
- Ability to multitask, problem-solve, and prioritize effectively.
- Experience in communications, fundraising, and volunteer management desired.
- Familiarity with nonprofit organizations and palliative care is advantageous.
- Ability to work independently and collaboratively in a fast-paced environment.
- Flexibility to adapt to changing priorities and occasional evening or weekend work.
- Public Speaking experience
- Excellent written and verbal communication abilities.
- Knowledge of fundraising principles and donor stewardship practices.
- Strong organizational and project management skills.
- Ability to handle sensitive and confidential information with professionalism and discretion.

SPECIFIC ACCOUNTABILITIES, DUTIES AND RESPONSIBILITIES

- Coordinates annual fundraising events and participates in strategic planning.
- Ensures the safekeeping of all donor and guest financial information.
- Provides monthly fundraising reports in accordance with policy.
- Produces actionable results based on the Board of Directors' instructions.
- Responsible for the management and maintenance of cash funds.
- Prepares and deposits bank deposits.
- Leads and contributes to a work culture that promotes safe, inclusive, and ethical end-of-life care.
- Works with the Clinical Supervisor to provide support in any relevant area.

- Supports staff in ensuring the building is functioning properly, including arranging for any maintenance outside of the Maintenance person's duties.
- Provides and follows a self-care plan to maintain physical, mental, and emotional fitness for the role, ensuring safe, competent, and ethical services.

Salary

We offer a competitive salary range dependent on qualifications and experience.

Working Conditions

PHYSICAL EFFORT – Working as the Community Engagement & Fundraising Coordinator in this environment will require periods of moderate to extensive exertion. The incumbent will walk extensively through out the shift to deliver on aspects of the work plan. The incumbent will use computers and telephone for significant periods of time throughout the day. The incumbent may be required to travel within the service area on RGH business. The incumbent will be required to perform physical duties in the planning and execution of fundraising events and public engagements. The incumbent will be expected to attend and participate in community functions, fundraising events, and donor meetings.

PHYSICAL ENVIRONMENT – The physical environment is a brand-new facility. It is approximately 10,000 square feet in size. The area is spacious, bright with thought given to ease of guest movement through out the facility. There is an HVAC system to ensure temperature regulation and fresh air ventilation. There is some risk of exposure to disease or illness.

SENSORY ATTENTION – The work will require extensive sensory attention to accuracy and detail and following policy and procedures that guide various aspects of finance.

MENTAL STRESS – There could be periods of moderate to high mental stress dependent on the situation occurring on any given day. Death of the guests is imminent and care providers in this service will be witness to these passings, inclusive of the bereavement reactions of the family and loved ones present at the guests' side. All employees working at RGH will be required to develop an individual wellness plan and to identify how they will signal their teammates and Executive Director the need for debriefing.

What Success Looks Like

- Increased community awareness and engagement with hospice services.
- Growth in donor participation, retention, and philanthropic revenue.
- Successful execution of fundraising campaigns and events.
- Strong relationships with community partners, volunteers, donors, and stakeholders.
- Positive representation of the hospice's mission, values, and impact throughout the community.

Mission Alignment

The successful candidate will demonstrate compassion, empathy, respect, and a commitment to supporting individuals and families receiving hospice and palliative care services. He/she will serve as an ambassador for the hospice's mission and values while fostering a culture of philanthropy and community support.