

Location: Eagle Ridge Hospital, Port Moody, BC

Job Type: Permanent, Full-Time

Job Title: Philanthropy Officer, Annual Giving

About Eagle Ridge Hospital Foundation (ERHF)

Eagle Ridge Hospital Foundation's mission is to enhance the delivery of health care services in the Tri-Cities through philanthropy and advocacy. Established in 1982, ERHF raises funds to ensure Eagle Ridge Hospital, and our community have access to state-of-the-art equipment, technology, and programs for the best patient-centred care. The Foundation raises funds through annual campaigns, individual, corporate and community giving, events, and legacy programs. Further information about the Foundation can be found at erhf.ca.

Why Join Us?

This is an excellent opportunity for a fundraising professional with direct response and multichannel experience to grow and enhance an annual giving program within a community healthcare setting. The role will lead donor engagement strategies that support key funding priorities while building a sustainable pipeline of donors and strengthening long-term philanthropic support.

This full-time, permanent position is primarily based on-site, with the flexibility to work from home one day per week. The successful candidate will receive three weeks of vacation, a competitive benefits package, Municipal Pension Plan (MPP) participation, professional development opportunities, and the chance to work alongside a passionate and dynamic team.

Eagle Ridge Hospital Foundation is committed to fostering a diverse, inclusive, and equitable workplace. We welcome applications from individuals of all backgrounds, identities, and experiences.

Job Summary

Reporting to the Philanthropy Manager, the Philanthropy Officer's primary responsibility is to provide ongoing development, review, analysis and reporting of the Foundation's direct response fundraising program. This involves direct mail/response appeals, monthly giving, grateful patients, employee giving, and workplace campaigns. This role supports the growth of the Foundation's fundraising efforts, with the successful candidate managing the annual giving portfolio. The Philanthropy Officer is also responsible for supporting the development of a prospect pipeline for the Foundation's mid-level, major gifts and estate and gift planning programs.

Roles and Responsibilities:

1. Lead the strategy, development, and management of annual giving and direct response programs—including direct mail appeals, monthly giving, grateful patient giving, employee giving, and workplace campaigns—to support Foundation priorities and grow a diverse, sustainable annual giving program.



2. Work with the Philanthropy Manager in maintaining an ongoing program growth strategy and provide input into the development of the Foundation goals and development plans.
3. Liaise with external direct response consultants as needed, overseeing production schedules, list development and maintenance and vendor coordination.
4. Work collaboratively with the development team in the identification, cultivation, solicitation, and stewardships of donors.
5. Ensure personal revenue goals and targets are met for all fundraising programs within the annual giving portfolio.
6. Maintain the integrity of the CRM system by complying with policies and procedures for data collection and data entry.
7. Write donor communication and solicitation content and cases for support that clearly explain the funding opportunities for prospective donors.
8. In conjunction with Foundation team, develop strategy and execute engaging and meaningful stewardship opportunities, reporting and events.
9. Support ERHF's signature special events – Evening of Caring Gala and Charity Golf Classic, as well as other community engagement events as required.
10. Attend meetings and community events outside of regular work hours as required.
11. Perform other related duties as assigned.

Qualifications:

1. Post-secondary education, preferably in a relevant field (Fundraising, Marketing, Business or Communications) OR an equivalent combination of education and relevant work experience.
2. Minimum three (3) years fundraising experience, with direct experience in annual giving, direct response programs, or other multi-channel fundraising portfolios.
3. Understanding of fundraising cycles and pipeline development and maintenance.
4. Possesses a strong donor-centred approach driven by knowledge of annual giving donor behaviour and motivations.
5. Working knowledge and experience with data analytics, data segmentation, and reporting.
6. Ability to demonstrate knowledge of current philanthropic landscape in Metro Vancouver (specifically Tri-Cities communities) considered a strong asset.
7. Excellent verbal, written, presentation, and analytical abilities; vigorous attention to detail; exceptional time and organizational management skills.
8. Advanced experience using Raiser's Edge NXT or related CRM system and Microsoft Office.
9. Experience developing, implementing, and monitoring annual business plans and budgets.
10. Highly organized with strong attention to detail and ability to work under pressure.
11. Ability to work independently and as a team member.

Salary will be commensurate with experience, with a proposed range of \$70,000-\$85,000 annually.

To apply for this position, please submit your resume, cover letter and salary expectation to jennifer@erhf.ca. We are accepting rolling applications until the position is filled.

We appreciate your interest in working with Eagle Ridge Hospital Foundation, only short-listed candidates will be contacted.



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