



Mount St. Mary Hospital Position Description

POSITION TITLE:	Manager, Philanthropy and Communications
DEPARTMENT:	Administration
REPORTS TO:	Chief Executive Officer
EFFECTIVE DATE:	September 2025

JOB SUMMARY

The Manager, Philanthropy and Communications develops, implements and evaluates a strategic, integrated fund development plan to build and sustain donor support for programs and services that would otherwise not be available to the residents, and that enrich the quality of residents' lives. They manage day-to-day fundraising operations. The Director is responsible for external communications including social media, news releases and promotional materials for the organization.

JOB DUTIES AND RESPONSIBILITIES

1. Formulates project proposals, fundraising targets and related budgets required to attract new donors and strengthen the affinity of existing donors to the mission of Mount St. Mary Hospital (MSMH).
2. Plans, organizes and executes fundraising activities including direct mail, planned giving program, major gifts program, third party events and appeals, and corporate campaigns to raise annual funds and to establish endowment funds. Identifies special events that assist the organization in achieving its fund development goals and oversees the planning and execution of such events using contracted services.
3. Prepares applications for grants from funding organizations and foundations and solicits in-kind donations as required.
4. Works with MSMH staff and volunteers to promote and coordinate fundraising plans and serves as an ambassador for MSMH.
5. Develops relationships with local media to increase public awareness and interest in fundraising activities and events. Produces fundraising campaign materials including brochures, posters, advertisement, banners and media releases.
6. Coordinates speaking engagements and prepares Presentation Kits as required for use in the cultivation of prospective donors.
7. Identifies researches, cultivates, solicits and stewards new and existing donors with the goal to increase donations and ensure a vibrant and diversified donor base.

8. With the Coordinator, Volunteer Services, recruits and develops a network of volunteers to assist in fundraising activities and events. Provides leadership and motivation to volunteers so they may contribute effectively to the fund development goals and objectives of the Hospital.
9. Maintains effective contacts and working relationships with other community (including health care) fund development departments and organizations, donors and supporters.
10. Develops and maintains a computerized database of donor information. Develops and implements a Donor Recognition Program.
11. Prepares and submits periodic reports of fundraising activities, expenses and progress towards fundraising targets.
12. Performs such other duties as may be required in the interests of the Hospital.

ORGANIZATIONAL RELATIONSHIPS

Regular contact with Mount St. Mary Hospital Chief Executive Officer, Senior Leadership Team, Leader, Spiritual Care, Executive Assistant, and MSMH staff.

Engages as requested with the MSMH Board of Directors, Marie Esther Society Members and Sisters of St. Ann Apostolates, and the sisters of St. Ann.

Liaises with service clubs, foundations, charitable organizations, corporate sponsors, and media.

QUALIFICATIONS

Education, Training and Experience:

- University graduate in a related discipline.
- CFRE designation.
- Minimum of two (2) years of fund development experience coordinating and providing leadership in direct mail, special events, and annual giving campaigns, preferably within a non-profit setting.

Skills and Abilities:

- Clear and effective communication skills, both written and oral.
- Strong team building skills; high degree of integrity and trust.
- Strong public relations skills and abilities.
- Self-directed with strong organizational abilities.
- Ability to manage fiscal resources.
- Working knowledge of relevant national, provincial and municipal legislation pertaining to fund development, accountability and privacy.
- Ability to role model and communicate MSMH Mission, Vision & Values.
- Advanced computer skills, including proficiency in word processing, spreadsheets, graphics, fundraising data management software as well as working knowledge of internet and social media.

APPROVED:



September 2025

Chief Executive Officer

Date



September 2025

Director, Human Resources

Date