



**Ronald McDonald  
House Charities®**  
Alberta

## **Corporate Sponsorship and Engagement Officer Ronald McDonald House Charities® Alberta**

Ronald McDonald House Charities® Alberta (RMHC Alberta) is passionate about providing a home away from home for families with seriously ill or injured children. Over 65% of Canadian families live in an area without a children's hospital. This means that when a child is seriously ill or injured, families must leave their homes, jobs, and support systems to access vital – and often life-saving – medical care. We are here to help.

We know that when a child is sick, the whole family hurts. That's why we're part of a global network prioritizing family-centered care through our unique core programs. Our growing organization offers 87 private family suites in Edmonton, Red Deer, Medicine Hat and Calgary. Our Houses provide a warm, compassionate, and comfortable environment where families can share experiences, eat a warm homemade meal and rest while caring for their child who's admitted to a nearby hospital.

Some families arrive in the middle of the night with nothing but their clothes. Other families face weeks or months of being away from home. No matter the situation, tens of thousands of families have come through our doors and received the support and healthcare access they need. But even with all the families we've helped over the last 36 years, we are serving only 14% of families who need to travel for pediatric care in our province.

Reporting to the Associate Director, Development, the Corporate Sponsorship and Engagement Officer focuses on corporate sponsorship and other engagement opportunities. They also work in collaboration with the rest of the development team to ensure the organizations financial goals are met.

### **Corporate Sponsorship and Engagement Officer Qualifications:**

- Three years of proven experience as a fund developer
- Demonstrated ability to work with other employees at all levels of the organization
- Demonstrated ability to draft materials such as case for support, solicitation letters, impact reports etc.
- Strategic thinker
- Strong communication and interpersonal skills are essential
- Access to reliable transportation for travel
- Strong interpersonal skills including tact, poise, judgement, political sensitivity, and emotional intelligence.
- Outstanding organizational ability, project management skills, with focused attention to detail and follow through



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- Research skills to identify event opportunities, understand the market, and generate interest
- Outstanding project management skills, with focused attention to detail and follow through
- Ability to be an effective member of a strong advancement team, as well as to function independently
- High degree of professionalism and sensitivity to confidential information
- Strong computer and information management skills
- Valid driver's license

### **Corporate Sponsorship and Engagement Officer Responsibilities:**

- Strategic oversight on the corporate partnership portfolio
- Approach corporations with event sponsorship opportunities as well as other opportunities for corporate fundraising such as Corporate Challenge, workplace giving, employee campaigns etc.
- Identify and build prospect sponsors lists for each signature event
- Work to align sponsors marketing goals with their benefits
- Provide analysis and reports to track corporate progress toward fundraising goals, monitor retention, identify growth opportunities, and minimize attrition risks
- A track record of success in building and cultivating meaningful relationships with donors and partners
- Meet financial objectives and achieve long-term fundraising goals
- Preparation and delivery of high-quality proposals, presentations and other communications materials to donors and prospective donors
- Accountable for establishing and maintaining professional and productive relationships with key volunteers and donors, and other organizational supporters
- Strong decision making, problem solving and research skills
- Maintain accurate, professional and current Raiser's Edge records, actions, and reports
- Maintain a high degree of motivation and superior work ethic consistent with the employment philosophy of RMHC Alberta
- Participate actively as a member of the provincial development team
- Ensure donors are acknowledged appropriately and in a timely manner

This position is full-time based in Calgary with some work required to happen outside of regular office hours. RMHC Alberta offers a well-rounded compensation package as well as a great team environment. Willingness and ability for some travel is required. Please send your cover letter & resume to [hr@rmhcalberta.org](mailto:hr@rmhcalberta.org).