

Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living and their 155-year legacy of healing the body, enriching the mind and nurturing the soul.

Our foundation partners with the community to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, through every stage of life. With the generosity of donors, we help transform health care for priorities such as seniors' health, mental health, rural health, palliative care, women and children's health, and spiritual care. The funds we raise support specialized programs, equipment and training, and enhanced care spaces at 22 Covenant hospitals and continuing care sites across Alberta.

**With recent growth, Covenant Foundation has created a new position of Community Engagement Officer to join its growing team.**

Reporting to the President & CEO, the Community Engagement Officer is responsible for the development and execution of the foundation's engagement efforts. The Officer leads the education activities to build the brand, raise awareness and engage stakeholders, all while promoting a positive public image of the foundation and the causes it supports. The Officer works collaboratively with the foundation's Leadership team and staff, and Covenant Health/Care/Living leaders and staff to ensure alignment of shared strategic priorities, that advance the purpose, mission and vision of Covenant.

In this role, you will lead engagement initiatives and identify opportunities for philanthropic donations and sponsorships to support the Development Team. You will manage relationships, lead external engagement activities with stakeholders, and guide site leads on submitting grant applications that align with donor interests. Additionally, you will collaborate with the Development team and ambassadors across Alberta to help meet the organization's financial goals.

This position requires travel to Covenant sites and applicable events in Alberta. Some evening and weekend work will be required.

**KEY RESPONSIBILITIES:**

**Community Engagement Initiatives**

- Collaborate with site leads, community boards, and community organizations to prospect and secure new community events
- Collaborate with all team members for cultivation and stewardship of key stakeholder relationships
- Attend third-party events as an ambassador of Covenant Foundation
- Create and oversee the efforts of the ambassadors across Alberta
- Identify and facilitate participation at community events
- Educate the site leads on the granting process ensuring quality applications
- Educate the site team to recognize opportunities and introduce them to the foundation
- Meet with community boards to educate on sponsorship opportunities
- Understand the key events in each community and opportunities to build connection

**Relationship Building**

- Prepare and deliver high-quality presentations and other communications materials

- Establish and maintain professional and productive relationships with key team members, volunteers and other stakeholders
- Maintain accurate database records, actions and reports (Raiser's Edge)
- Ensure planning and management of projects from initiation to completion

**Sponsorship and Donations**

- Working closely and collaboratively across the foundation, lead the engagement activities that support the foundation's fundraising objectives, including but not limited to:
  - Initiate contact with site leaders and ambassadors to identify to potential donors and event sponsors

**QUALIFICATIONS****Education and Experience**

- Post Secondary Diploma in a related field
- 3+ years of experience in event or donor management and/or customer service
- Knowledge of fundraising best practices and principles
- Ability to multi-task efficiently and respond to a high volume of ongoing requests in a fast-paced environment
- Project management and client-management skills
- Proven history of building and maintaining external and internal relationships
- Excellent communication skills including verbal, written, networking, public speaking and facilitating presentations
- Experience using Raiser's Edge is an asset

**Key Competencies**

- Understanding of and commitment to the Covenant Foundation/Covenant mission, vision and values
- Ability to articulate and translate the importance of the Covenant mission and values into fundraising success
- Exceptional interpersonal skills with a high level of poise, tact and judgment
- Ability to build and sustain positive, mutually supportive relationships internally and externally
- Ability to think strategically and drive new initiatives or enhance existing programs
- High degree of creativity and curiosity
- Ability to effectively develop and manage budgets
- A proven ability to develop and execute marcomm strategies that drive results

**Other**

- Ability to travel within the Edmonton region and throughout the province. Valid driver's license and access to a reliable vehicle is required.
- Ability to work flexible hours, as evening and weekend work may be required.

**Why Covenant Foundation?**

We believe in supporting our employees holistically by providing:

- Competitive pay per annum
- Comprehensive benefit package
- Pension plan
- Flex-spending account
- Hybrid remote/in-office work environment

**TO APPLY**

Please email your cover letter and résumé in one document to [foundation@covenanthealth.ca](mailto:foundation@covenanthealth.ca).

Please include in your email subject line: **COMMUNITY ENGAGEMENT OFFICER**.

While we thank all candidates who apply, we will only reach out to candidates who meet the hiring manager's requirements on their résumé.

**Commitment to Diversity, Equity, Inclusion and Accessibility**

Covenant Foundation values diversity in thought as well as representation. We are committed to building an environment that provides a foundation for safety and belonging and are challenging our biases and assumptions daily. Should you need any support during the application or interview process, please do not hesitate to reach out to [foundation@covenanthealth.ca](mailto:foundation@covenanthealth.ca).