



Corporate and Event Partnerships Officer

Innovation and Exceptional Care through Inspired Giving.

The Dartmouth General Hospital is undergoing a transformational change in how it delivers care as an important institution in Nova Scotia Health's vision of the future. A \$150 million investment was recently completed in facility renovations, expansion, equipment and technology to further expand breadth and access of service. The Province of Nova Scotia has also announced exciting plans to further expand our hospital including a new Emergency Department and an additional 108 new inpatient beds for Dartmouth General in the coming years.

A trusted community anchor, the Dartmouth General Hospital is a 24-hour emergency, inpatient medical, surgical and critical care facility providing services to approximately 120,000 people in Dartmouth and surrounding areas. Today and since its inception in 1975, the Dartmouth General Hospital Foundation (DGHF) has been a driving force in connecting community and hospital. Through the tremendous generosity of community, friends and partners, the DGH Foundation has positively impacted and supported the delivery of exceptional patient care at the Dartmouth General Hospital through more than \$50 million dollars invested in equipment, facilities and programs since its inception.

Position Summary

The Corporate and Event Partnerships Officer is responsible for securing and growing fundraising revenue through corporate sponsorships and cause related marketing with businesses in the community. This position leads the strategy for growth, development and execution for the DGHF's sponsorship programs aligned with DGHF events, including the DGH Lobster Dinner & Auction, DGH Golf Classic, DGH Radiothon, Holiday Magic and Get Up There (GUT).



Ideal Candidate Profile

- You are a self-starter, a very organized person with strong planning skills and you are able to manage multiple priorities at any given time
- You have strong written and verbal communication skills
- Your time management skills are excellent. You meet deadlines and are results oriented
- You can develop and maintain meaningful, respectful relationships with current and prospective donors
- You enjoy working in a collaborative, team environment
- You are comfortable interacting with a broad range of key contacts and can engage with staff, donors, NSH representatives and executive, to name a few
- You are discrete and can maintain confidential information
- You are good at information distillation, you can recognize, curate and communicate relevant information related to donor motivations and interest
- You have a thirst to learn more about people, places and things to inform your donor discussions and probe donor interests through thoughtful, insight-generating questions about their goals and interests
- You support the overall objectives of the Foundation to achieve revenue and engagement goals.

Specific Duties and Responsibilities

Reporting to the Vice President, Philanthropy, the Corporate and Event Partnerships Officer is an organized, creative and committed professional who believes deeply in the hospital's mission and who embraces the diverse community it serves.

Under the direction of the Vice President, Philanthropy, the successful candidate will:

- Manage and grow an assigned portfolio of business and corporate prospects cleared for the corporate sponsorships initiative to expand reach within local community and beyond
- Lead content development for corporate sponsorships materials (i.e., writing partnership proposals, presentations, speaking notes, marketing collateral, external communications, etc.) as needed.
- Lead content development for cause related marketing campaigns with businesses in the community.
- Oversee all partnership/gift/sponsor agreements between corporate partners and DGHF.
- Oversee development and execution of partnership fulfillment and activations, to ensure sponsorship deliverables are achieved.
- Collaborate with Manager, Donor Engagement on development and implementation of stewardship activities for corporate partners when related to sponsorships.
- Track and update Raisers Edge database to record all prospecting, solicitations, and outcomes.
- Build and maintain effective relationships with current and prospective sponsors, partners, stakeholders and volunteers
- Provide support to signature fundraising events including DGH Lobster Dinner & Auction, DGH Golf Classic, DGH Radiothon, Holiday Magic and Get Up There (GUT), working collaboratively with the staff and volunteer committees.

Background Experience/Knowledge

- 1-3 years of successful mid-level experience with a proven track record of success in cultivation, solicitation and securing sponsorships from corporate donors at the \$5,000 plus level.
- High degree of familiarity with Dartmouth and surrounding area, particularly the business community.
- Knowledge of common business software (Microsoft Office) as well as relevant donor management software (Raisers Edge).
- Relationship and partnership-building skills including the ability to negotiate and secure support and/or resources from a variety of internal and /or external partners.
- Highly developed verbal, written and presentation skills.

Requirements for this Position

- A related degree or diploma from a recognized educational institute or an equivalent combination of experience and education
- The Corporate and Event Partnerships Officer will be required to work outside of regular hours
- Valid driver's license and access to a vehicle is required

How to Apply

To apply please send a cover letter and resume to Shelley Alward MacLeod at shelley@hronthego.ca. Please include: Corporate and Event Partnerships Officer in the subject line. This posting will close on April 16, 2025.

This is a permanent, full-time position. The salary range is \$60,000 - \$75,000. Compensation package includes a defined benefit pension plan, health and dental plans and an employee and family assistance plan.

The Dartmouth General Hospital Foundation is committed to being a workforce that is free of discrimination, values diversity and is representative of the people we serve.

Our office is located in the Dartmouth General Hospital. Employees are offered a hybrid work model, on the basis of three days spent in the office and two days available to work remotely.

Any offer of employment is conditional upon the completion of all applicable background and reference checks.

We thank all candidates for their interest, however only those under consideration will be contacted.