

JOB PROFILE

POSITION TITLE: Manager, Annual Giving
REPORTING TO: Senior Vice President
JOB CLASSIFICATION: Professional
LAST REVISED: October 2025

JOB SUMMARY

Hospitals of Regina Foundation (the Foundation) is dedicated to working in collaboration with our partners, to raise funds to improve health care for the people of Regina and southern Saskatchewan. Since 1987, the Foundation has raised more than \$275 million for technology and equipment, education in Regina's hospitals and health care facilities. The lives of thousands of people are made better each year, thanks to our community's generosity.

We are looking for a strong project manager and excellent staff manager to fill the role of **Manager, Annual Giving**.

Reporting to the Senior Vice President, the Manager, Annual Giving is responsible for the planning, execution, management and growth of the Foundation's comprehensive annual giving program, which also includes events. In addition, this position will provide supervision and management of the Database Officer, Development Officer (gift processing) and the Development Officer, Events.

Committed to success, goal oriented, organized and possessing great staff management skills, the Manager, Annual Giving is a highly respected professional.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Determine annual giving fundraising goals and lead the building of strategic and tactical plans for achieving those goals through: direct response (mail & email), digital fundraising, tribute and memorial gifts, intermediate giving, monthly giving, employee giving, special events (third party and Foundation) and other campaigns as appropriate.
- Oversee the management of the Annual Giving program, which includes data analysis, best practice initiatives and new opportunities.
- Work in collaboration with the Senior Vice President to implement and manage new revenue streams and strengthen existing ones.
- Supervise the Development Officer, Events in the management of third-party community fundraising events organized in support of HRF. Support the planning and execution of strategies to grow this revenue stream.
- Manage the success of the Development Officer, Events, Database Officer and Development Officer (gift processing). Ensure they have the necessary resources and

support to consistently and efficiently execute their responsibilities and achieve their goals.

- Other duties as assigned.

SKILLS AND KEY COMPETENCIES

- Strong project management skills
 - Successfully manage multiple and sometimes overlapping projects
 - Adhere to established timelines and adapt to unexpected changes as required
 - Demonstrated ability to meet external supplier deadlines
- Highly organized with strong analytical and problem solving skills, and attention to detail
- Strong leadership experience with responsibilities for direct supervision of staff
- Strong written and verbal communication skills
- Understanding of Annual Giving revenue streams, in particular direct response, digital fundraising, monthly giving, and events would be an asset
- Understanding of Annual Giving best practice, current market conditions and revenue generation trends that could impact revenue generation is a definite asset
- Understanding of the Canada Revenue Agency rules and guidelines for generating tax receipts for donations and for events
- Ability to work in a high-performing, highly professional and results oriented environment
- Understanding of, and strong commitment to, fundraising ethical principles
- Experience in budget creation and control
- Demonstrated professional growth (fundraising profession preferred) with a proven track record of success

EDUCATION AND EXPERIENCE

- University degree or post-secondary diploma
- Five years of broad-based experience in fundraising; at least three of which should be in Annual Giving
- Proficiency with Microsoft Office Suite including Outlook, Excel, PowerPoint and Word
- Raisers Edge skills highly desirable

OCCUPATIONAL NEEDS

The Manager, Annual Giving works 37.5 hours per week, and will be located at the Foundation's downtown office, but may in the future be relocated to another Foundation office, at the discretion of the President & CEO. Occasional work outside of regular office hours will be required during periods of peak activity and at special events, including evenings and weekends. Work may require occasional travel within Regina and/or southern Saskatchewan.

Hospitals of Regina Foundation offers a competitive salary and a generous benefits package for the successful candidate, including a health, vision and dental plan, and a group RRSP with contributions matched by the Foundation, and significant opportunities for career growth.

APPLICATION INFORMATION

The competition will remain open until a qualified candidate is selected.

If you are interested in applying for this fulfilling career opportunity, please submit your resume and cover letter to hrf@hrf.sk.ca.

This position is open to all Canadian citizens, permanent residents and those legally able to work in Canada.

We thank all applicants for their interest, however, only qualified candidates selected for an interview will be contacted.