Senior Philanthropy Officer

Glenrose Hospital Foundation
Edmonton, Alberta | Hybrid
Full-Time, Permanent
Salary Range: $78,000–$ 85,000 annually

We mobilize resources to accelerate advances in human ability. As the hospital foundation for Alberta's only stand-alone rehabilitation hospital, we inspire community support to advance rehabilitative medicine. Our priority areas include emerging technologies, innovative equipment and translational research.

The Glenrose Rehabilitation Hospital Foundation is seeking a relationship-focused and results-driven Senior Philanthropy Officer to join our team and help grow philanthropic support for the Glenrose.

Reporting to the Chief Operating Officer, the Senior Philanthropy Officer will lead the Foundation's annual and mid-level giving programs, with primary responsibility for donors giving $1,000 to $9,999 annually, as well as managing a portfolio of grant and foundation opportunities.

This role will build meaningful relationships with donors and funders, strengthen retention and renewal, identify opportunities to increase philanthropic support, and create intentional pathways for donors to deepen their engagement with the Glenrose. The Senior Philanthropy Officer will also support Foundation fundraising events, campaigns and stewardship activities.

This is a full-time, permanent hybrid position. Hours of work are typically Monday to Friday during the day, with occasional evenings and weekends to support donor and Foundation activities. As a relationship-based fundraising role, the successful candidate will also meet with donors and attend Foundation and community events as required.

What You'll Do

Annual & Mid-Level Giving

- Lead and grow the Foundation's annual and mid-level giving programs.
- Manage a portfolio of donors and prospects, with a primary focus on individuals giving $1,000 to $9,999 annually.
- Develop individual strategies for the identification, cultivation, solicitation, renewal, upgrade and stewardship of donors within the portfolio.
- Align the interests of prospects and donors with current and future Glenrose Hospital projects and Foundation funding priorities
- Prepare compelling proposals and work with donors, funders and stakeholders to generate support for priority projects.

- Build relationships with donors through personalized meetings, telephone calls, email, hospital tours and other meaningful engagement opportunities.
- Develop strategies to increase donor retention, recurring support and year-over-year giving.
- Proactively identify donors with the interest, engagement and capacity to progress into the Foundation's major gift pipeline.
- Work closely with the Chief Operating Officer to transition qualified donors into major gift cultivation when appropriate.
- Support annual giving campaigns, including direct mail, digital appeals, renewal strategies and donor acquisition initiatives.
- Maintain accurate and timely donor records, interactions, opportunities and next steps within the Foundation's donor database.

Grants & Foundation Giving

- Identify and research grant opportunities that align with the Foundation's funding priorities.
- Develop compelling grant applications, letters of inquiry and funding proposals for foundations, corporations and other granting organizations.
- Manage a portfolio and calendar of grant opportunities, ensuring application and reporting deadlines are met.
- Work collaboratively with Foundation and hospital colleagues to gather program information, budgets, outcomes and impact stories required for applications.
- Steward relationships with granting organizations and maintain appropriate follow-up throughout the funding cycle.
- Prepare timely and meaningful grant reports that demonstrate outcomes and the impact of funded initiatives.
- Track grant applications, results, revenue and future opportunities within the Foundation's donor database.
- Identify opportunities to renew, grow and deepen relationships with existing grant funders.

Donor Stewardship

- Build genuine, long-term relationships with donors and supporters.
- Develop and execute personalized stewardship strategies for donor recognition and impact reporting that demonstrate the impact of philanthropy at the Glenrose.Work with colleagues across the Foundation and hospital to gather compelling stories and impact information for donors.
- Support donor recognition and stewardship activities, including tours, meetings, communications and special experiences.

Events & Community Engagement

- Support the planning and execution of Foundation fundraising and stewardship events.
- Work with event participants, sponsors, donors, volunteers and community partners to create strong experiences and fundraising results.
- Identify opportunities to convert event participants and donors into ongoing Foundation supporters.
- Represent the Glenrose Rehabilitation Hospital Foundation professionally at community and donor events.

Collaboration & Accountability

- Work closely with the Chief Operating Officer and Foundation team to achieve annual fundraising goals.
- Collaborate with Marketing and Communications on donor communications, campaigns and storytelling.
- Track and report on key performance indicators, including portfolio revenue, donor retention, renewals, upgrades, donor meetings and meaningful interactions, new mid-level donors, grant applications and success rates, grant revenue, and donors progressing into the major gift pipeline.
- Contribute to a positive, collaborative and accountable team culture.

What You Bring

- A minimum of three years of progressive fundraising or donor relations experience.
- Demonstrated experience building and maintaining relationships with donors or stakeholders.
- Experience with annual giving, mid-level giving, individual giving and/or donor stewardship.
- Demonstrated grant-writing experience, including developing funding proposals and grant reports.
- Strong research skills and the ability to identify and assess prospective funding opportunities.
- Exceptional written communication skills with the ability to translate programs, outcomes and organizational priorities into compelling donor and funder communications.
- Strong interpersonal skills and confidence communicating with donors and funders in person, by telephone and in writing.
- Strong organizational and project-management skills with the ability to manage multiple priorities and deadlines.
- Experience working with a donor database or CRM; experience with Raiser's Edge is considered an asset.
- Solid knowledge of ethical principles and best practices related to fundraising, prospect research and donor relations.
- Ability to translate complex information and communicate the Foundation's priorities to donors and prospects in a concise and compelling manner.
- Comfort working with fundraising goals, metrics and accountability measures.
- Ability to work collaboratively while also taking ownership of a portfolio and individual goals.
- Availability to occasionally attend events or donor activities outside regular business hours.
- Valid driver's licence and ability to travel occasionally.
- Satisfactory criminal record check.

Post-secondary education in fundraising, nonprofit management, communications, business or a related discipline is considered an asset. CFRE designation or progress toward CFRE is also considered an asset.

Who You Are

You genuinely enjoy getting to know people. You are curious about what motivates donors, comfortable asking for support and equally committed to ensuring donors understand the difference their generosity makes.

You are organized, proactive and comfortable taking ownership of your work. You enjoy being part of a collaborative team but don't need to wait for someone else to tell you the next step. Most importantly, you understand that fundraising isn't transactional – it is about building trust, connecting people to purpose and creating relationships that last.

Why Join Us?

The Glenrose Rehabilitation Hospital is a unique and remarkable place, supporting patients and families through rehabilitation, recovery and some of life's most significant transitions. Philanthropy helps make innovation, technology, research and enhanced patient experiences possible.

As Senior Philanthropy Officer, you will have the opportunity to build relationships with people who want to make that impact possible – and help shape how the Foundation grows and strengthens its community of supporters.

Compensation & Benefits

We offer a comprehensive compensation package, including benefits, professional development and generous paid time off. The salary range for this role is $78,000–$85,000 annually, commensurate with experience and qualifications.

Equal Opportunity

The Glenrose Foundation is an equal opportunity employer. We welcome applications from all candidates and value the diversity of the people we hire and serve. We are committed to fostering a workplace where individual differences are recognized, appreciated and respected, and where each person's talents and strengths can contribute to our work.

Applying

Please submit your cover letter and resume to jcaza@glenrosefoundation.com.

Resumes will be screened as they are submitted, and interviews will be conducted on an ongoing basis. This posting will remain open until November 6, 2026 or until a suitable candidate is found.