



CAPITAL CAMPAIGN MANAGER

(Contract Position - up to 3 years)



Introduction & Organizational Background:

Hospice Simcoe – Seasons Centre is engaging in a competitive selection process for the services of a professional Capital Campaign Manager who will provide strategic direction, leadership, and accountability toward the development and implementation of the "Proposed Community Program & Grief Centre Fundraising Campaign" (campaign name TBD).

In 2024, Hospice Simcoe amalgamated with Seasons Centre for Grieving Children and became Hospice Simcoe – Seasons Centre. This integration highlighted the urgent need to expand services and build a new facility to better serve the community. Hospice Simcoe - Seasons Centre is committed to providing compassionate end-of-life care and grief support, ensuring that individuals and families receive the care and support they need.

The new Grief Centre will offer a safe and supportive space for children, youth, adults, and families facing a life-limiting illness or grieving the loss of a loved one. Through comprehensive grief support programs, resources, and counselling services, the Centre will help build a resilient community where no one must face palliative illness or grief alone.

Campaign Overview & Goals:

A public Fundraising Campaign will be launched to secure the necessary funds to meet the following objectives:

- Construct a calm, peaceful, and safe facility where clients can find comfort and support.
- Develop a 20,000 sq. ft. building featuring:
 - Adult & Children's floors
 - Teen Room, Caregiver Room, Expressive Art Room, Outdoor Play Area, Café & Library, and more.
- Target Fundraising Goal: \$20 million
 - Fundraising will come from community donations, pledges, grants, and local/provincial government funding.

The Capital Campaign Manager - Expectations

The Capital Campaign Manager is a multi-faceted role that reports directly to the Executive Director of Hospice Simcoe-Season's Centre and the Chair of the Capital Campaign Committee in carrying out a broad-based fundraising plan targeting individuals, corporations, philanthropic organizations and foundations in addition to local government and the province to support the Campaign. The Manager keeps the Campaign on schedule and progresses with a high level of visibility and momentum that engenders a sense of excitement, optimism, and confidence in achieving the campaign goal.

Specific Accountabilities:

- Reports to the Executive Director and serves as a member of the leadership team.
- Is an integral member of the fund development team, working closely and collaboratively with corporate sponsors and donors.
- Serves as the Primary Point of Contact for the Campaign and provides regular updates for the campaign committee, Board of Directors, volunteers and donors associated with the capital campaign.



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The Capital Campaign Manager - Expectations

Capital Campaign Management:

- Develops and manages Campaign prospect lists, including research and tracking.
- Assists with recruiting, training, and managing Campaign volunteers.
- Schedules and supports Campaign and donor meetings.
- Manages the Campaign budget.
- Plans and executes Campaign related events.

Campaign Strategy and Planning:

- Implements the strategy and planning of the Campaign.
- Conducts prospect identification and research to gather information about people (both new prospects and past and current donors).
- Maintains an updated list of naming opportunities for and within the Grief Centre.

Donor Cultivation, Meeting, and Solicitation Work:

- Develops and executes cultivation and solicitation plans.
- Works with the ED and members of the Campaign Committee and Board to cultivate prospects and to schedule meetings with prospective donors.
- Maintains momentum for donor meetings by encouraging proactive outreach by Campaign leaders.
- Prepares materials needed for major donor meetings. Customizes materials, keeps them updated and organized, and prepares packages of materials for Campaign donor meetings.
- Follows up from major donor meetings to ensure actions are recorded and implemented.

Capital Campaign Committee Work:

- Schedules Campaign committee meetings and makes sure all necessary material is organized and available at the meeting.
- Attends each Campaign meeting, keeps accurate notes from meetings, coordinates meeting follow-up and provides notes for ED and Campaign leadership.

Gift Acknowledgment and Tracking:

- Ensures that every Campaign gift and pledge is managed seamlessly, including prompt donor gift agreements and gift acknowledgements.
- Makes sure that each Campaign gift is credited appropriately in the donor database, noting any on-going pledge payments, reminders and recognition activities.

Communications and Public Relations Planning:

- Works with the Fund Development Manager and Campaign Committee to develop and execute a communication plan for donors and a public relations/communications plan for the public – to keep the Campaign visible and to maintain its momentum.
- Collaborates with the Fund Development Manager to develop Capital Campaign print, web, and social media communications materials.
- Plans and implements cultivation and recognition events.



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The Capital Campaign Manager - Expectations

Capital Campaign Reporting:

- Prepares monthly and quarterly reports for the ED and the Capital Campaign Committee.
- Coordinates with the other fund development staff and committees to make sure that all contact with Campaign donors is coordinated so as not to conflict with committee meetings or other operating fundraising and volunteer efforts.

Knowledge, Skills & Technical Ability:

The Capital Campaign Manager is a proven leader, dynamic self-starter and strong multi-tasker capable of organizing and managing the key functions of Hospice Simcoe – Seasons Centre Capital Campaign. Capital campaign experience strongly preferred. The ideal candidate for this position will possess the following qualities and attributes:

- Bachelor's degree with a minimum of 5 years of relevant experience, with a strong focus on donor acquisition
- CFRE certified preferred
- Demonstrated experience building and maintaining relationships with major donors
- Strong relationship-building skills—with donors, volunteers, staff, and community stakeholders alike
- Strong analytical ability
- Excellent oral, written, presentation, and interpersonal skills
- Strong computer literacy, including database management and donor tracking
- Ability and desire to master the donor database and reporting software (Blackbaud Raiser's Edge NXT)
- Ability to set goals strategically and oversee execution
- Ability to work cross-functionally with various internal and external constituents
- High level of discretion and ethical approach to fundraising
- Proficiency with prospect research and wealth screening tools
- Experience developing compelling sales/marketing presentations
- Flexibility with work duties assigned and openness to changing organizational priorities

APPLICATION DEADLINE:

All interested candidates, please submit a cover letter and resume to the attention of the Human Resource Managers, at:

connie@hospicesimcoe.ca

by 5:00 pm , Monday July 28th, 2025.

This position is a full-time contract position, working 37.5 hours per week, with the ability to work occasional evenings and weekends to meet the needs of the campaign.

Hospice Simcoe – Seasons Centre is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.