



## JOB PROFILE

**POSITION TITLE:** Development Officer, Events  
**REPORTING TO:** Manager, Annual Giving  
**JOB CLASSIFICATION:** Professional  
**LAST REVISED:** December 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, and patient-centered research in Regina's hospitals and medical facilities. The lives of thousands of people are made better each year, thanks to our community's generosity.

We are looking for a strategic and creative professional to fill the role of **Development Officer, Events**.

Reporting to the Manager, Annual Giving, the Development Officer, Events is responsible for the growth and support of third-party community fundraising events, and business and school fundraising partnerships. In addition, this position will assist with the coordination and oversight of Foundation branded events including the annual Four Seasons Ball and Gratitude Dinner.

This externally facing position is responsible for a key source of revenue for the Foundation. Frequent evening and weekend work is required. The successful candidate has knowledge of Federal and Provincial regulations for fundraising events, charitable receipting and gaming licensing. In addition, the successful candidate is well organized, a self-starter with a strong attention to accuracy and detail, excellent customer service/donor relations skills, a demonstrated ability to solve problems and good written and verbal communication skills.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Responsible for meeting annual revenue and activity targets.
- Grow the number of community special events and business partnerships through proactive strategies and work.
- Provide support to community leaders and organizing committees for their special events. This may include attending event committee meetings, providing information on charitable receipting, supporting promotion of the event, securing raffle licenses, and day-of event work.
- Responsible for tracking, updating and executing all logistics associated with the Foundation's annual gala and donor recognition event.

- Provide support to business or school activity organizers. This may include establishing peer-to-peer fundraising pages or activity based fundraising pages, attending planning meetings and providing information on charitable receipting
- Oversee the scheduling, tracking, and project management of each special event, business and school partnerships.
- Responsible for the financial tracking of event expenses and SLGA licenses, and ensuring accurate charitable receipting processes and regulations are adhered to.
- Provide support to Foundation senior leaders by way of briefing notes, speaking notes, and event status reports.
- Attend all special events and coordinate additional staff participation when appropriate.
- Responsible for the set-up of peer-to-peer events using pledge-based software and event websites.
- Ensure special events, business or school partnerships are promoted and recognized in a timely fashion on the HRF website and/or social media channels before and after the event, as appropriate and in accordance with the Foundation's stewardship matrix.
- Provide outstanding stewardship to event and partnership organizers including, but not limited to, thank you letters, stewardship reports, social and traditional media support, recognition on the Foundation's donor walls, and holiday cards.
- Ensure accuracy of, and provide input to, centralized stewardship activities as they relate to community special events, business and school partnerships.
- Ensure all activity is recorded in the Foundation's (Raiser's Edge) database accurately and in a timely fashion.
- Actively participate in the Foundation's annual business planning and budgeting activities.
- Other duties, as assigned

#### **KEY SKILLS AND COMPETENCIES**

- Well organized with strong project management skills, and proven ability to manage timelines, budgets and multiple priorities
- Thoroughness, accuracy and attention to detail in all aspects of work
- Creative problem solver with the ability to meet tight deadlines
- Strong relationship building skills
- Self-motivated, with the ability to work in a team environment
- Strong written and oral communication skills
- Understanding of, and strong commitment to, fundraising ethical principles
- Professional manner

## EDUCATION AND EXPERIENCE

- Post-secondary degree and/or equivalent related work experience
- Two or more years of broad-based fundraising experience
- Experience working with volunteers and community groups
- Project management experience
- Proficiency with Microsoft Office Suite including Outlook, Excel, PowerPoint and Word
- Knowledge of Raiser's Edge or other fundraising software highly desirable
- Knowledge of Charitable Tax Receipting rules as well as experience with the SLGA licensing process highly desirable
- Digital design skills desirable

## OCCUPATIONAL NEEDS

The Development Officer, Events works 37.5 hours per week in an office environment located in downtown Regina with the possibility of relocation to another Foundation office in Regina. Frequent evening and weekend work is required outside of regular office hours.

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

A valid driver's license and access to a reliable vehicle is required.

If you are interested in applying for this fulfilling career opportunity, please submit your resume and cover letter to [hrf@hrf.sk.ca](mailto:hrf@hrf.sk.ca). The competition will remain open until a qualified candidate is selected.

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.