

Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living and their 155-year legacy of healing the body, enriching the mind and nurturing the soul.

Our foundation partners with the community to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, through every stage of life. With the generosity of donors, we help transform health care for priorities such as seniors' health, mental health, rural health, palliative care, women and children's health, and spiritual care. The funds we raise support specialized programs, equipment and training, and enhanced care spaces at Covenant sites across Alberta.

Covenant Foundation is seeking a community engagement officer to join its growing team.

Reporting to the president and CEO, the community engagement officer is responsible for the development and execution of the foundation's engagement efforts. The officer leads the education activities to build the brand, raise awareness and engage stakeholders, all while promoting a positive public image of the foundation and the causes it supports. They work collaboratively with the foundation's leadership team and staff, and Covenant leaders and staff to implement shared strategic priorities that advance the mission of Covenant.

In this role, you will lead engagement initiatives and identify opportunities for philanthropic donations and sponsorships to support the development team. You will manage relationships, lead external engagement activities with stakeholders, and guide site leads on submitting grant applications that align with donor interests. Additionally, you will collaborate with internal teams and ambassadors across Alberta to help meet the organization's financial goals.

This position requires travel to Covenant sites and applicable events in Alberta. Some evening and weekend work will be required.

KEY RESPONSIBILITIES:

Community Engagement Initiatives

- Collaborate with site leads, community boards, and community organizations to prospect and secure new community events
- Work with all team members for cultivation and stewardship of key stakeholder relationships
- Identify and attend third-party events as an ambassador of Covenant Foundation
- Create and oversee the efforts of the ambassador program across Alberta
- Identify and facilitate participation at community events
- Equip site leads with the knowledge and tools to submit high quality grant applications
- Engage site teams and community boards to identify opportunities and build awareness of how the foundation can support through grants and sponsorships
- Understand the key events and community dynamics to create opportunities to build connection

Relationship Building

- Prepare and deliver high-quality presentations and other communications materials
- Establish and maintain professional and productive relationships with key team members, volunteers and other stakeholders
- Maintain accurate database records, actions and reports (Raiser's Edge)
- Ensure planning and management of projects from initiation to completion
- Collaborate with other Covenant divisions

Sponsorship and Donations

- Work closely and collaboratively across the foundation to lead engagement activities that support the foundation's fundraising objectives, including but not limited to:
 - Initiate contact with site leads and ambassadors to identify potential donors and event sponsors
 - Support the marketing and communications team through introductions, community information, and campaign support

QUALIFICATIONS**Education and Experience**

- Post secondary diploma in a related field
- 3+ years of experience in event or donor management, stakeholder relations and/or customer service
- Knowledge of fundraising best practices and principles
- Ability to multi-task efficiently and respond to a high volume of ongoing requests in a fast-paced environment
- Project management and client-management skills
- Proven history of building and maintaining external and internal relationships
- Excellent communication skills including verbal, written, networking, public speaking and facilitating presentations
- Experience using Raiser's Edge is an asset

Key Competencies

- Understanding of Covenant Foundation/Covenant's mission, vision and values
- Ability to articulate and translate the importance of Covenant's mission and values into fundraising success
- Exceptional interpersonal skills with a high level of poise, tact and judgment
- Ability to build and sustain positive, mutually supportive relationships internally and externally
- Ability to think strategically and drive new initiatives or enhance existing programs
- High degree of creativity and curiosity
- Ability to effectively develop and manage budgets
- A proven ability to develop and execute marketing and communication strategies that drive results

Other

- Ability to travel within the Edmonton region and throughout the province. Valid driver's license and access to a reliable vehicle is required
- Ability to work flexible hours, as evening and weekend work may be required.

TO APPLY:

Please email your cover letter and résumé in one document to foundation@covenanthealth.ca.

Please include in your email subject line: **COMMUNITY ENGAGEMENT OFFICER**

Optional Ikimy Pilot Project Stream:

As part of our commitment to improving the hiring experience, Covenant Health is piloting Ikimy, an innovative job-matching platform. We invite you to participate in this pilot program alongside our standard application process. Benefits for you:

- Discover additional career opportunities matching your skills
- Save time by avoiding resume updates
- Get insights into your career strengths and potential paths Your privacy is protected:
- Your personal information remains confidential
- Initial screening is completely bias-free (no name, gender, or demographic data shared)
- You control your data and can remove it at any time
- Your standard application will be reviewed regardless of participation

This is optional and will not affect your current application. Would you like to participate in this pilot?

If so, you may apply to this position by registering on the Ikimy platform:

[Register Here](#) and use the referral code: cov123

For more information on the Ikimy pilot project, please feel free to contact Dona Baker at Rhealize dbaker@rhealize.com.