



WILLIAM OSLER HEALTH SYSTEM FOUNDATION JOB POSTING

JOB TITLE: Coordinator, Community Giving

REPORTING TO: Manager, Community Giving

LOCATION: Brampton Civic Hospital and Peel Memorial Centre for Integrated Health & Wellness, with periodic travel to Etobicoke General Hospital; hybrid model

WILLIAM OSLER HEALTH SYSTEM FOUNDATION:

Osler Foundation is the fundraising arm of William Osler Health System (Osler). Osler serves 1.3 million people in Brampton, Caledon, North Mississauga, Etobicoke, and the surrounding region. This is one of the fastest-growing and most ethnically diverse regions of Canada.

Osler Foundation builds and fosters relationships in our hospitals and the community to raise funds to support the clinical priorities at Brampton Civic Hospital and Etobicoke General Hospital, Osler's two acute-care sites, and Peel Memorial Centre for Integrated Health and Wellness.

As part of the Osler System family, we are committed to providing a fulfilling work environment that inspires our staff to learn, innovate and grow. Year after year, Osler is proud to be recognized as one of Greater Toronto's Top Employers and Canada's Best Diversity Employers.

Osler Foundation is equally committed to supporting our employees through flexible work arrangements, professional development, and a commitment to creating an environment of inclusiveness and belonging. Our team members are highly effective leaders, instructors, and mentors within the philanthropy sector with the Association of Fundraising Professionals (AFP) and Association of Healthcare Philanthropists (AHP), including past Chair, AFP Canada and AFP Fundraiser of the Year, 2019.

POSITION DESCRIPTION

Reporting to and working in collaboration with the Manager, Community Giving, this position has a wide-range of cross-functional responsibilities, including the execution of selected aspects of Osler's signature events, annual giving program, and community engagement initiatives, as well as handling office administration and planning needs of the Community Giving team to achieve its goals.

RESPONSIBILITIES (INCLUDE BUT ARE NOT LIMITED TO):

- Execute selected aspects of Osler signature events including event logistics, pre and post reporting and follow-up
- Provide accurate, responsive and professional administrative and strategic fundraising support to the fundraising team
- Execute event administration including providing invoicing, maintaining event budget
- Acts as administrative lead in areas of general office duties, and event logistics, support and execution.
- Provide excellent customer service to walk-in donors and apply seasoned relationship building skills with donors, senior volunteers and sponsors
- Support event revenue generation including procurement of sponsorship and silent auction items for signature events
- Respond to walk ins, emails, correspondence and phone requests from donors regarding Osler Foundation
- Is responsible for updating and maintaining information in Raiser's Edge
- Participates on various committees as required (some meetings outside of regular business hours)
- Is committed to the Mission of William Osler Health System (Osler) and the Foundation
- Participates in the development of strategies for community partnerships and events, including the identification of opportunities for new community event acquisition
- Identify, recruit, monitor, motivate and support volunteer event committee members

QUALIFICATIONS

- University Degree, College Diploma or a combination of relevant experience
- 1+ years or more within a fundraising/charitable/not-for profit organization
- Experience in a healthcare organization is a definite asset
- Ability to make "cold calls"
- Professionalism, judgement and discretion in dealing with confidential and sensitive matters
- Deadline and results-oriented, with excellent attention to detail and accuracy
- Excellent relationship building skills
- Experience working with diverse communities
- Exceptional written and oral communication skills
- Strong organizational and analytical skills
- Evidence of initiative, diplomacy and creativity
- Demonstrated ability to collaborate with colleagues and volunteers
- Ability to work independently and proactively under pressure

- Strong computer literacy: MS Office (Outlook, Word, Excel, Power Point), Raiser's Edge; Google Drive (Sheets, Docs)
- Holds a current driver's license and has access to a vehicle
- Ability to work flexible hours

WHAT YOU WILL ENJOY:

- A comprehensive benefits package including a defined-benefit pension plan (HOOPP), outstanding health/dental benefits, and a generous vacation allowance.
- An expected salary range of \$48-\$58K.
- The Foundation is working under a hybrid model of work from home and in office on a weekly basis.
- State-of-the-art accessible facility located close to major highways in Brampton, Ontario
- A dynamic and professional office setting in a hospital environment.
- A highly collaborative team environment with the opportunity to participate in first in class fundraising events

Osler values inclusivity and diversity in the workplace. We welcome and encourage applicants from diverse backgrounds. We are committed to providing accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage of the recruitment process, please notify us through your application.

APPLICATION INSTRUCTIONS

Please submit your cover letter and resume by email, as a PDF, addressed to **Shelagh Barry, VP of Development**, and email to: Dhanya.Senguttuvan@williamoslerhs.ca

Subject Line: Coordinator, Community Giving

Deadline: March 10th, 2023 at 5pm

We thank all candidates for their interest. Only those selected for an interview will be contacted. No telephone or walk-in inquiries please. All applications are considered confidential.

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