



## **WILLIAM OSLER HEALTH SYSTEM FOUNDATION**

### **Job Posting**

**JOB TITLE:** Coordinator, Operations (Full-Time, Permanent)  
**REPORTING TO:** Manager, Operations & Data Analytics  
**LOCATION:** Peel Memorial Centre for Integrated Health & Wellness, with periodic travel to Brampton Civic and Etobicoke General Hospitals

#### **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), including past Chair, AFP Canada and AFP Fundraiser of the Year, 2019.

#### **POSITION SUMMARY:**

As Osler Foundation embarks on a historic new Capital Campaign, set to change the health care landscape in our community, this new role will be integral to the success of our team. The Coordinator, Operations is a key member of the Operations team and the broader Foundation team, executing key activities in support of both areas. This role is responsible for gift processing and data maintenance, as well as providing critical office administration support to keep our entire staff team operating efficiently.

**RESPONSIBILITIES (including but not limited to):**

**1. Gift Processing**

- Executes gift processing including cheque/credit card gift entry and processing in RENXT, completing bank deposits, entering pledges, and generating duplicate receipts.
- Executes the monthly donor process, including electronically process monthly donations by credit or debit card, managing the welcome packages for new donors and creating letters for expired monthly donors.
- Manages the 50/50 employee draw, on behalf of the Community Giving team
- Support for Pledge Reminder/Past Due collection process, as needed

**2. Data Management & Maintenance**

- Adds new and maintains current constituent records in RENXT (i.e., adding/updating biological information, addresses, salutations, etc.) as requested by staff, identified via reports, etc.
- Assists with database cleanup – bad address returns, etc.

**3. Foundation Office Administration**

- Office supply lead for monitoring and replenishing office supplies (paper, other); places orders on behalf of events team
- Execute other admin processes including Mail collection and distribution, ordering business cards, facilitating printer maintenance, and managing key Foundation documents like phone lists
- Back up for Foundation Main Line and for Boardroom meeting booking during staff absences/vacations

**4. CRM**

- Notifications to staff of CRM outages due to vendor system upgrades, etc.
- Support staff training and act like a resource for all staff questions related to our CRM

**5. Other**

- Attends and assists at Foundation events
- Maintains positive relationships with all departments within the organization
- Is a team player and assists where possible to resolve problems
- Is interested and active with personal and professional development
- Other duties as assigned

**QUALIFICATIONS:**

- College Diploma, or equivalent combination of education and expertise
- Recent experience using Raiser's Edge network database (one to three years preferred)
- One to three years data entry experience preferably with donor information
- Acute attention to detail
- Excellent keyboarding skills
- Demonstrated excellence in communications, relationship building and teamwork
- Excellent computer skills including MS Word, Excel
- Excellent organizational skills

- Holds a current drivers license and access to vehicle

#### 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 \$50-58k
- 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

#### APPLICATION INSTRUCTIONS:

Please submit a PDF of your cover letter and resume by email, addressed to Tyler Shaw, Manager, Operations & Data Analytics:

Email: [tyler.shaw@williamoslerhs.ca](mailto:tyler.shaw@williamoslerhs.ca)

Subject Line: Coordinator, Operations

Deadline: March 14, 2024

**Interviews may be scheduled prior to the application deadline noted above.**

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.**

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.