

WILLIAM OSLER HEALTH SYSTEM FOUNDATION Job Posting

JOB TITLE: Senior Development Officer, Philanthropy (Full-Time, Permanent)
REPORTING TO: Vice President, Philanthropy
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.

POSITION SUMMARY:

Reporting to the Vice President, Philanthropy, the Senior Development Officer is a frontline fundraising role, responsible for cultivating and managing a portfolio of donors with annual fundraising targets. The Senior Development Officer will manage a list of 100-125 prospective donors with an annual goal of raising \$1million+ in support of Osler. This role involves strategic planning, donor engagement and collaboration with our healthcare partners to drive major fundraising initiatives.

RESPONSIBILITIES (including but not limited to):

- Authentically build and actively manage a portfolio of 100-125 leadership and major gift donors and prospective donors.
- Able to proactively identify, qualify and cultivate new relationships.
- Accountable for developing and initiating meaningful cultivation and stewardship plans for major gift level prospects and donors.
- Maintain comprehensive records of donor interactions, proposals, and communications.
- Create and implement strategic moves management plans for assigned relationships.

- Prepare compelling and strategic fundraising materials including, but not limited to, briefing notes, proposals, letters, reports, acknowledgements, speaking notes, and impact updates. *Page 2 of 3*
- Participate and lead by example on the major gifts team, creating an inclusive, collaborative working environment.
- Work cross-collaboratively with all departments to ensure the maximization of funds raised and excellent donor experiences and stewardship are deployed.
- Build and maintain positive relationships with Osler Foundation colleagues across the Hospital and Foundation, as well as physicians and volunteers on fundraising-related initiatives.
- Work with the Vice President, Philanthropy to set annual fundraising goals and priorities and contribute to the Foundation's annual fundraising plan.
- Participate in special events for cultivation, fundraising and stewardship, which may require occasional evening or weekend work.
- Collaborate with the Community Giving team where relevant to raise donors' sights in support of Osler through sponsorship and philanthropic opportunities.
- Ability to build and nurture relationships with planned giving prospects.
- Other duties, as assigned.

QUALIFICATIONS:

- University Degree, College Diploma or a combination of relevant experience.
- 5+ years or more within a fundraising/charitable/not-for profit organization.
- Experience in a health care organization in a Major Gift capacity is a definite asset.
- 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, tact, 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; familiarity with Adobe Photoshop & InDesign an asset.
- Holds a driver's license and has access to a vehicle.
- Ability to communicate the vision and key messages of William Osler Health System and Osler Foundation to the community.

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 starting salary range of \$75,000 - \$90,000.

- 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. *Page 3*
- 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, addressed to Alicia King, Executive Assistant and Manager, Board Governance & President's Office

- Email: Alicia.King@williamoslerhs.ca
- Subject Line: Senior Development Officer, Philanthropy
- Deadline: Friday, December 20, 2024

We thank all candidates for their interest. Only those selected for an interview will be contacted. No telephone or walk-in inquiries please. Please note, we may be conducting interviews with chosen candidates prior to closing date.

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.