



## **WILLIAM OSLER HEALTH SYSTEM FOUNDATION**

### **Job Posting**

**JOB TITLE:** Philanthropy Officer (Full-Time, Permanent)  
**REPORTING TO:** Senior Manager, Donor Experience  
**LOCATION:** Peel Memorial Centre for Integrated Health & Wellness, with regular 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), which serves 1.3 million people in Brampton, Caledon, North Mississauga, Etobicoke, and surrounding areas—one of the fastest-growing and most ethnically diverse regions of Canada.

William Osler Health System Foundation is embarking on Osler's largest capital campaign to date to build a new multi-story in-patient tower on the Peel Memorial site. Set to realize aggressive growth goals to support the expansion objectives of Osler, Osler Foundation is known for consistent and atypical success exceeding targets and engaging a new generation of philanthropists, including newcomers to Canada with diverse backgrounds. 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 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:**

As Osler Foundation embarks on a historic new Capital Campaign, our biggest and boldest yet, the Philanthropy Officer will make important contributions to help change the health care landscape in our community. This role will have a wide range of cross-functional responsibilities including assisting with

donor cultivation, solicitation and stewardship activities, as well as handling the administrative and planning needs of the Major Gifts team to achieve its goals.

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

**Donor Experience (70%):**

- Fulfill recognition opportunities by managing and monitoring relevant databases, as well as proactively working with internal stakeholders, donors and vendors.
- Generate reports and queries to support donor deliverables, ensuring cross-department coordination, gift agreement compliance, and timely donor recognition.
- Support the gift agreement procedure to disseminate new gift/pledge information informing the Foundation staff of new donor commitments.
- Coordinate and execute Osler Foundation's annual donor recognition programs, including holiday cards, Staff and Physician Philanthropy Awards, Holi Awards, and others.
- Schedule and coordinate logistics for meetings and tours with prospects, donors, volunteers and stakeholders.
- Lead donor tours and naming unveilings, as appropriate.
- Personalize communications to support donor outreach and impact reporting.
- Coordinate logistics for cultivation and stewardship events, including invitations, RSVPs, and onsite support
- Provide support at functions for cultivation, fundraising and stewardship, which may require occasional evening or weekend work.

**Major Gifts (30%):**

- Proactively provide accurate, responsive and professional administrative support to the Vice President, Philanthropy, as well as additional team members, as needed from time to time. This may require the coordination of complex calendars, meetings, internal planning sessions and events.
- Coordinate Major Gift team meetings, compile and disseminate agenda packages and produce meeting notes/minutes.
- Maintain accurate and up-to-date donor records in Raiser's Edge, including contact reports, proposals, and action steps.
- Manage expense reports and purchase orders, as needed, in accordance with organizational policies.
- Support the preparation of customized collateral, such as brochures, as needed by the Major Gift team.
- Other duties, as assigned.

**QUALIFICATIONS:**

- University Degree, College Diploma or a combination of relevant experience.
- 3+ 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 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 \$63K-\$73K
- 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, addressed to Amanda Coric, Senior Manager, Donor Experience, Email: [Alicia.King@williamoslerhs.ca](mailto:Alicia.King@williamoslerhs.ca)

- Subject Line: Philanthropy Officer
- Deadline: October 17, 2025

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 will 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.