

FUNDRAISING COORDINATOR

The Fundraising Coordinator provides administrative and operations support to the Foundation team. This role coordinates activities that support the effective discovery, cultivation, solicitation and stewardship of the Foundation's supporters.

KEY RESPONSIBILITIES:

- Provide administrative and operations support to Foundation staff in their relationship management of donors and prospect
- Support Development Officer with event planning, volunteer recruitment, communications, and attaining patient stories
- Manage social media development
- Support Executive Assistant with gift processing and receipting
- Update and maintain donor database (Raiser's Edge)
- Update and maintain Donor Wall of Distinction
- Coordinate annual donor recognition event
- Assist with the preparation and review of proposals, stewardship reports, briefing notes, and other donor materials and packages
- Support donor engagement and stewardship activities
- Work with hospital finance to reconcile capital purchases
- Support the development, implementation and administrative responsibilities for academic assistance program
- Assist with the preparation and delivery of media releases
- Proactively learn about the Hospital's areas of expertise and excellence in order to effectively support fundraising priorities
- Perform general office support duties such as providing telephone backup, data entry, preparing meeting packages, filing, arranging mailings
- Other duties as assigned

QUALIFICATIONS

- University degree, College diploma/certificate or equivalent post-secondary education and experience in fundraising, administration or business.
- Two or more years of relevant work experience in non-profit administration or operations.
- Keen attention to detail and strong proofreading skills
- Expert knowledge of Microsoft Office Suite. Photoshop experience considered an asset.

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- Strong overall administrative skills
- Demonstrated ability to multi-task and to successfully manage multiple priorities as evidenced by excellent organizational and time management skills.
- Experience with Raiser’s Edge donor database strongly preferred.
- Experience with iATS and SAGE an asset.
- A flexible team player able to collaborate and support colleagues and motivated to achieve results.
- Professionalism, judgment and discretion in dealing with confidential and sensitive matters essential.
- Knowledge and experience with social media platforms including Facebook, Twitter, Instagram, TikTok, YouTube, etc.
- Confident communicator, outstanding interpersonal skills and the ability to represent the Foundation in a professional manner.
- Self-motivated, self-starter and team player with a positive and professional approach.
- Driver’s license and access to a vehicle, flexibility to travel and work evenings/weekends as needed.
- Fully vaccinated for Covid-19 (*unless exemption on a medical ground pursuant to the Ontario Human Rights Code.*)

Competitive Benefits Program & Pension

Opportunities and support for professional learning and growth

Posting Date: Sept 2, 2022

Closing Date: Sept 16, 2022

Please submit cover letter and resume to leah.walker@mahc.ca

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