



Seeking the BEST Coordinator Philanthropy



The Ottawa
Hospital | L'Hôpital
d'Ottawa

Are you a hyper-organized, self-sufficient, and dynamic professional with experience in project management and administration?

The Ottawa Hospital is one of Canada's top learning and research hospitals, where excellent care is inspired by research and driven by compassion. Our multi-campus hospital, affiliated with the University of Ottawa, attracts some of the most influential scientific minds from around the world. Our focus on learning and research leads to new techniques and discoveries that are adopted globally to improve patient care.

The Foundation's (TOHF) purpose is to inspire and enable support for the highest quality healthcare and world-class research at The Ottawa Hospital. Backed by generous support from the community, we are committed to providing the world-class, compassionate care we would want for our loved ones.

At TOHF, we are proud to have what we believe to be the best, the brightest, and the most dedicated employee team in the entire country! We have worked hard to create a work environment that fosters collaboration, creativity, and work satisfaction for all of our employees. Consistently, we are ranked as one of the highest performing foundations in Canada.

The Foundation is in the early stages of a transformative Capital Campaign that will be unprecedented in our city and we are currently recruiting the best candidates to our team to play critical roles in our success.

"I am proud to be leading The Ottawa Hospital Foundation as the health care landscape of our city is transformed with the redevelopment of the Carling Avenue Campus. We want the best staff to join our exceptional team as we prepare for this generational opportunity."

Tim Kluge, President and CEO, The Ottawa Hospital Foundation

About The Role

As a member of our Philanthropy Operations Team, the core responsibilities of the Coordinator, Philanthropy are twofold. Firstly, the successful candidate will provide executive-level administrative support to the Vice-President of Philanthropy Operations. Secondly, the incumbent will assist their VP in coordinating departmental projects, as well as activities between the Foundation and its two beneficiaries: The Ottawa Hospital and The Ottawa Hospital Research Institute. This position requires a highly skilled administrator/project manager who is capable of tracking and coordinating a high volume of work.

In This Position You Will

- Assist the VP Philanthropy Operations in liaising with both The Ottawa Hospital and the Ottawa Hospital Research Institute (OHRI) on behalf of the fundraisers and donors.
- Assist in coordinating, tracking and facilitating activities within the Philanthropy Operations team, including:
 - the status of donor funded projects and initiatives at The Ottawa Hospital/OHRI
 - donor stewardship & cultivation interactions between donors and Hospital staff
 - donor experience projects
 - other philanthropy operations including Gift Agreements, CEO reports and monthly pledge reminder process
- Embrace Wrike, a project management tool and demonstrate super-user capability
- Provide administrative support to the Vice-President of Philanthropy Operations, including calendar management and scheduling, general meeting support (i.e. preparing meeting agendas, recording meeting minutes, tracking meeting action items etc.), and other administrative duties as required (processing invoices, coordinating signatures etc.)
- Make Philanthropy department information readily available and be the go-to resource for information within Philanthropy Operations

“The Foundation team, along with our beneficiaries, are focusing on a new Philanthropy framework to maximize the impact of our generous donors. This new position will play a critical role in our success.”

Heather McLean, Vice President Philanthropy Operations

Experience

New graduates who show incredible potential will be considered, however preference will be given to candidates with 3-5 years experience in administration and/or project management.

Knowledge, Skills, and Abilities

- Ability to thrive in a dynamic work environment with shifting priorities, time-sensitive deliverables, and a high volume of work.
- Strong project management skills and the ability to adapt to changes in projects and timelines.
- Ability to streamline processes by identify inefficiencies and implementing solutions, particularly through the innovative use of technology.
- A superior attention to detail.
- Demonstrated experience formulating and implementing policies and procedures.
- Exceptional problem-solving skills, and the ability to operate with minimum supervision.
- Ability to communicate clearly and concisely.
- An open and warm manner that inspires trust and confidence.
- Ability to forge good working relationships with internal and external stakeholders.
- Advanced computer skills in Microsoft Office Suite is required. Familiarity with Raiser's Edge and Wrike is considered an asset.
- Knowledge of The Ottawa Hospital and The Ottawa Hospital Research Institute is considered an asset.

Benefits

The true benefit of working with The Ottawa Hospital Foundation comes from the ability to work on a team that is making a difference in our community. Everything we do has a direct impact on improving the lives of people in the Ottawa region every day. In addition to an exceptional and collaborative work environment, The Ottawa Hospital Foundation also offers an excellent compensation and benefits package, and values and supports ongoing professional development opportunities for all members of our team.

We believe that our people are our strength. Our success stems from our ability to attract and retain the best people who have a passion for our community's health care system and want to make a difference in your community. If you are looking for a truly unique career opportunity and a chance to work for an established, successful organization, The Ottawa Hospital Foundation is the ideal place for you. Apply today via email at tohf-jobs@toh.ca.

Please forward your resume and cover letter outlining your experience, salary expectations and why you think you would be a suitable candidate for this position by **Friday, December 4, 2020**. Your application should be submitted in PDF format, and should use the following title: `Firstname_Lastname_Jobtitle`.

The Ottawa Hospital Foundation values diversity and embraces an organizational culture that is inclusive and free of bias and discrimination. The Foundation is committed to a board and staff that is comprised of talented and dedicated individuals with a diverse mix of expertise, experience, skills and backgrounds.

We would like to thank all applicants in advance and advise them that only candidates selected for an interview will be contacted.

JOB CONTACT INFORMATION:

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