



Seeking the BEST Development Officers (2 Vacancies)

The Foundation is in the midst of our largest ever fundraising campaign to support the new Civic development. As fundraisers, our Development Officers directly support the new hospital campus by fostering strong relationships with prospects, individual donors, corporate donors, and other community/hospital partners.

Our fundraising team has grown considerably to support the new hospital, and our Development Officers work alongside a 34-person Philanthropy team that consists of fundraisers and a robust network of support staff. These positions are excellent opportunities for junior and mid-level fundraisers who want to learn from their peers on a wide array of fundraising specialities, from campaign strategy to planned giving, prospect research, donor recognition, corporate partnerships, and much more.

The Ottawa Hospital Foundation is recruiting 2 positions, who report to:

- Rob Gottschalk, Associate Vice-President Philanthropy
- Julie Beckett, Manager Philanthropy

"We are excited to build our team with individuals who thrive on building donor relationships, who have a passion for providing amazing customer service, and who are endlessly positive and goal-oriented. In this role you will manage your own donor portfolio independently and be part of a team of experienced fundraisers during the most transformative campaign in The Ottawa Hospital's history!"

Jennifer Van Noort, Vice-President Philanthropy

Position Type: Full-time, permanent (37.5 hours per week)

Number of vacancies: 2

Annual Salary: \$53,000-\$67,000

Benefits: Includes medical benefits (semi-private hospital, extended health care, vision care, dental care); life insurance; employee and family assistance program; defined benefits pension, and much more.

Years' Experience: New graduates who demonstrate incredible potential will also be considered; however, preference will be given to candidates with **3-5 years' experience** in a fundraising/sales environment. We would like applicants to highlight any fundraising or sales achievements in their application.

Location: Ottawa, Ontario. Predominantly telecommuting with flexible arrangements (likely a hybrid model) available when our office reintegrates later in 2022 (date TBD). Onsite work is conducted in non-clinical areas of The Ottawa Hospital's Civic (1053 Carling Avenue) General (501 Smyth Road) and Riverside (1967 Riverside Drive) campuses, as well as the Irving Greenberg Family Cancer Centre (3045 Baseline Road). Development Officers will also meet in-person with donors at various other locations, as COVID-19 and workplace safety regulations permit.

COVID-19 Safety Protocol: The Ottawa Hospital Foundation complies with all health and safety regulations that are established by The Ottawa Hospital's Occupational Health and Safety Department (masking, social distancing, daily health screenings etc.).

Language: English essential, French is considered an asset.

About Us

The Ottawa Hospital is one of Canada's largest learning and research hospitals, with more than 1,100 beds, approximately 12,000 staff members and an annual budget of about \$1.2 billion.

Our focus on learning and research helps us develop new and innovative ways to treat patients and improve care. As a multi-campus hospital affiliated with the University of Ottawa, we deliver specialized care to the Eastern Ontario region, but our techniques and research discoveries are adopted around the world. We engage the community at all levels to support our vision for better patient care. From the compassion of our people to the relentless pursuit of new discoveries, The Ottawa Hospital never stops seeking solutions to the most complex healthcare challenges.

The Foundation's (TOHF) purpose is to inspire and enable support for the highest quality healthcare and world-class research at The Ottawa Hospital.

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.

"I am proud to be leading The Ottawa Hospital Foundation as the healthcare 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

Primary Responsibilities:

- Manage a personal portfolio of prospects, individual donors, corporate donors, and other community partners with the aim of securing philanthropic gifts (\$5,000+).
- Use strategic moves management to implement comprehensive, individual plans for identifying, assessing, qualifying, cultivating, soliciting and stewarding gifts from individuals, corporations, and foundations to meet fundraising goals. This could involve the preparation of strategies, briefing notes, proposals etc.

- Work with corporate and community partners to identify, develop, and execute new business opportunities, including partnership-based retail initiatives, events, grant opportunities and other campaigns.
- Document all relevant activities relating to prospects, donors and volunteers in the Foundation's donor management software (Raiser's Edge).
- Work collaboratively and strategically with all members of the Foundation staff, fundraising volunteers, and hospital partners (physicians etc.) to achieve goals.
- Develop a thorough understanding of the needs and goals for approved Hospital fundraising priorities.
- Provide superior customer service to all TOHF stakeholders (donors, prospects, volunteers, hospital partners etc.) through email, telephone, and occasionally in-person while working the reception area of our offices at the Civic Campus, General Campus, and the Irving Greenberg Family Cancer Centre, as workplace health and safety regulations permit.

Knowledge, Skills, and Abilities

- Experience with establishing relationships through various formal and informal cultivation, solicitation and stewardship activities.
- Exceptional interpersonal, communication, and relationship-building skills. Given the language skills of our community, bilingualism is considered an asset.
- Tact, diplomacy and maturity in dealing with clients (donors, volunteers, hospital staff, general public).
- Ability to think strategically, plan and prioritize and work proactively to meet deadlines.
- Team player; always maintains a positive attitude and a strong "get-the-job-done" work ethic.
- Advanced computer skills in Microsoft Office Suite are required. Preference will be given to candidates with fundraising database experience (Raiser's Edge/Blackbaud) and SharePoint.
- Post-secondary diploma/degree from a recognized community college, university or equivalent.

Operational Requirements

- Driver's License and access to a vehicle will be a requirement of this role.
- Willingness and ability to work outside of regular business hours are required.

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 healthcare 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, apply today.

How to Apply

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 to TOHF-jobs@toh.ca by **Monday May 30th, 2022**. Your application should be submitted as a single PDF and should use the following title: **Firstname_Lastname_Development Officer**.

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

Human Resources

The Ottawa Hospital Foundation

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(Fax) 613 761-5014

E-mail: TOHF-jobs@toh.ca