

# Associate, Executive Office (Administrative Assistant)

## Join our team to create a better tomorrow for all of us

Our Executive Office engages with our most vital partners. Your administrative support will ensure seamless interactions with our donors, volunteers, stakeholders, Foundation team, and much more.

If you have administrative experience, and you:

- Roll with rapidly changing priorities.
- Anticipate the needs of your team, and work independently.
- Make sure information is accurate, down to the small details.
- Build relationships with key collaborators.
- Make judgement calls on the fly.

**This role is for you.**

“The Executive Office is small but formidable six-person team, including you. You'll report to my Executive Assistant and Board Liaison, and will provide administrative assistance to myself mainly, and in some occasions, with direction from the Executive Assistant, to members of our senior management team including our CFO and Associate Vice-President of Strategy and Business Intelligence. We are looking for a polished and proficient administrative professional. If you're an organizational powerhouse who can roll with the punches, this role is for you!” - **Tim Kluge, President & CEO**

**We want YOU by our side to help transform the future of healthcare.**

### **POSITION SNAPSHOT**

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

**Number of vacancies:** 1 vacancy

**Number of direct reports:** 0

**Annual salary:** The salary range for this position is **\$43,333-\$62,767**, with a current hiring range of **\$43,333-\$57,009**.

**Vacation:** 3 weeks per annum.

**Experience:** Preference will be given to candidates with 2-5 years' experience in an administrative and/or fundraising environment.

**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.

**Software:** Proficiency with Microsoft Office (Outlook, Word, Excel) and ability to learn new software, particularly Wrike (project management) and Raiser's Edge (CRM database).

**Location:** Hybrid options available, with onsite work conducted at three hospital campuses: Civic Campus (1053 Carling), General Campus (501 Smyth Road) and Irving Greenberg Family Cancer Centre (3045 Baseline Road)

**Language:** English essential, French is considered an asset but not required

**Deadline to Apply:** We will start reviewing applications on **September 3**, and will continue reviewing applications and conducting interviews on a rolling basis. We therefore encourage candidates to apply early.

**Questions?** Feel free to schedule a call with Kristen Shier, Human Resource Officer, at [TOHF-jobs@toh.ca](mailto:TOHF-jobs@toh.ca)

## **Read on to learn more about us and the future you.**

### **OUR MISSION: THE CAMPAIGN TO CREATE TOMORROW**

The Ottawa Hospital Foundation has launched the historic \$500 million *Campaign to Create Tomorrow*, a multi-year campaign to support the construction of a new state-of-the-art hospital on Carling Avenue, as well as world-leading medical research. It's the largest ever fundraising campaign in our region's history, representing an ambitious vision for the future of healthcare.

"I came from the private sector and was lacking fulfillment. My job was focused on the bottom-line – to make money for a corporation. The Foundation was a welcome change. I connect with the cause, and my work actually matters."- Natasha De Sousa, Development Officer

The *Campaign To Create Tomorrow* already has overwhelming community support. Our team of fundraisers have raised \$356M since launching the campaign 5 years ago, which includes some of the largest-ever donations in our city's history.

**In this position**, you will provide assistance to the Executive Assistant in all aspects of the administration of the Office of the CEO, such as:

- Perform general meeting support and calendar management for the Executive Office and our Chief Financial Officer. This includes identifying/resolving calendar conflicts, booking meetings, and communicating meeting information to attendees (e.g., agenda, location, parking, and other relevant attachments).
- Manage the planning, coordination, and execution of in-person meetings involving the President & CEO (e.g., booking rooms/venues, audio-visual set-up/testing, coordinating food/catering, greeting attendees and providing on-site support).
- Manage and plan the President & CEO's travel.
- Provide general administrative support to the Executive Office team, including processing invoices, coordinating signatures, tracking and gathering receipts, submitting timesheets, and drafting agendas/meeting materials for staff meetings.
- Assist with coordinating guest speakers and speaking remarks for routine staff meetings

- Assisting with the coordination of all staff retreats and board retreats, with guidance and collaboration with the executive assistant.
- Retrieve donor and prospect information from Raiser's Edge (our CRM database), in preparation for meetings attended by the President & CEO.
- Liaise with donors and volunteers on behalf of the President and CEO
- Update Raiser's Edge to capture all meetings/phone calls with donors.
- Prepare routine correspondence and adhere to communication timelines.
- Monitor the President & CEO's public-facing email, and triage/organize accordingly.
- Track action items on behalf on the President & CEO and ensure their timely completion.
- Provide superior customer service to all TOHF partners (e.g., donors, prospects, volunteers, hospital partners, etc.) through email, telephone, and in-person.
- Complete in-person shifts of our storefront at either the General Campus or IGFCC, an average once per week.

#### **Knowledge, skills, abilities:**

- Passion for the charity and healthcare sector
- Nimbleness is key to this role, as our Associate will need to continually reprioritize work as new requests are made of their team.
- Superior organizational skills.
- Exceptional interpersonal skills, and the ability to build/maintain relationships with core collaborators.
- Strong communication skills, particularly the ability to communicate clearly and concisely.
- Superior attention to detail.
- Discretion and confidentiality in handling sensitive information.
- Ability to streamline processes by identifying inefficiencies and implementing solutions, particularly through the innovative use of technology.
- Exceptional problem-solving skills and the ability to anticipate the needs of the team you support.
- A sense of timeliness (i.e., responsiveness).
- Advanced computer skills in Microsoft Office Suite are required. A strong understanding of Raiser's Edge and Wrike is considered an asset.

#### **Operational requirements:**

- Willingness and ability to work outside of regular business hours when needed.
- Willingness and ability to work onsite on short notice.

#### **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](mailto:TOHF-jobs@toh.ca). Your application should be submitted in **Word format** and should use the following title: **Firstname\_Last Name\_Associate EO**

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.

The Foundation does not use AI in recruitment.