

## Donor Recognition and Stewardship Officer



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

Recognizing donors is a powerful engagement tool. You'll work with our Philanthropy Operations team to develop donor recognition opportunities and strategies that contribute to the successful solicitation of major and transformational gifts.

**If you're a non-profit professional and love:**

- Inspiring and delighting donors
- Deepening personalization of donor engagement, stewardship, and communication
- Embracing technology
- Finding creative solutions

**This role is for you.**

“The Ottawa Hospital Foundation is supported by thousands of donors each year. And you’ll help celebrate their philanthropy – past and future – by coordinating naming recognition and stewardship opportunities for our new Hospital that surprise and delight our major gift donors. We need a creative and thoughtful professional to curate unique and memorable donor experiences. If you’re a problem-solver who takes pride in wowing donors, we want you to apply!”

-Heather McLean, Vice-President of Philanthropy Operations

## 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)

**Managed by:** Senior Officer, Donor Recognition and Stewardship (Megan Racicot)

**Number of Vacancies:** 1 (newly created role)

**Number of direct reports:** 0

**Annual Salary:** The salary range for this position is \$62.2k-\$84k, with a current hiring range of \$62.2k-\$70.3k

**Experience:** This role is for experienced non-managers with at least 4 years of relevant experience in philanthropy, relationship building and/or project management

**Vacation:** 4 weeks per annum

**Pension and 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).

**Location:** Hybrid options available, with onsite work conducted in Ottawa, Ontario.

**Transportation:** A driver’s license/private vehicle is required for this role.

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

**Deadline to Apply:** We will start reviewing applications on April 13, 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)

“Donor recognition and stewardship is much more than plaques and unveilings. It’s a highly individualized process that encompasses all the strategies that build close relationships with donors. Our 17 in-house fundraisers need a full-service donor relations team to execute the most appropriate recognition and stewardship activities for each gift we receive. It’s a great opportunity for a seasoned fundraiser, or leader who is looking to support a program within a transformative campaign.”

– **Megan Racicot, Senior Officer, Donor Recognition and Stewardship**

**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.

The Campaign to Create Tomorrow already has overwhelming community support. Our team of fundraisers have raised \$396m since launching the campaign 5 years ago, which includes some of the **largest-ever donations in our city’s history**.

## What would my job look like?

Under the direction of the Senior Officer, Donor Recognition and Stewardship:

- Support and assist with the rollout of our selection process and communications plan; a comprehensive project for naming opportunities at The Ottawa Hospital's New Campus, including outreach to select donors, assisting with updates to the New Campus inventory management system and collaborating with members of the philanthropy team.
- Liaise with our Philanthropy Team on individual major and transformational gift donor stewardship activities and pipelines.
- Develop a series of annual donor impact reports, managing execution from beginning to end including development, content, data analysis, and distribution.
- Act as a point of contact with The Ottawa Hospital Facilities and Maintenance teams as well as external vendors for updates to signage, artwork and triaging requests as needed.
- Assist as needed with planning and coordinating smaller-scale recognition and stewardship activities at existing campuses such as plaque unveilings, ribbon cutting ceremonies, tours and meetings.
- Assist with tracking and implementation of donor recognition updates across digital assets at existing campuses (General and Civic Campuses).
- Utilize Wrike (our project management software) to manage the team's workflow and create process efficiencies. This includes using Wrike as a project management tool to track deliverables, assignees, deadlines, progress, and risk for discrete deliverables.

## Knowledge, skills, abilities:

- Relationship building, consensus building, and problem solving is key as the successful candidate will bridge the interests of numerous partners, including our in-house fundraisers (who represent the interests of our donor), and The Ottawa Hospital (who own physical assets that we offer to donors). They will also collaborate with our in-house events team and various vendors.
- Tact, maturity, and diplomacy, among their colleagues (fundraisers, our marketing team, our finance team etc.) and external partners (donors, vendors, The Ottawa Hospital etc.).

## Knowledge, skills, and abilities:

- A first-hand understanding of philanthropy and the fundraising cycle is essential as the successful candidate will have to surprise and delight donors.
- A creative mindset, and an appetite for learning about emerging industry trends (to ensure that our recognition and stewardship programs meet or exceed market standards).
- The ability to understand and adhere to policies to ensure consistency and equity between donors, including but not limited to the Donor Recognition Matrix.
- Project management skills, to ensure that nothing falls through the cracks.
- Superior communications skills, to ensure clear and concise messaging.
- Tech savviness, and the desire to optimize software and related processes.
- Raiser's Edge and Wrike experience would be considered an asset.

## Operational Requirements:

Willingness and ability to work outside of regular business hours when needed.

## How To Apply:

Please forward your resume and cover letter outlining your experience to **TOHF-jobs@toh.ca**. Your application should be submitted in **Word format** and should use the following title: **Firstname\_Last Name\_Donor Recognition and Stewardship 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.

The Foundation does not use AI to screen/review applicants.

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