

## Philanthropy Associate (Administrative Assistant)



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

Our 22-person Philanthropy team inspires community support for The Ottawa Hospital. The administrative support that you'll provide to our in-house fundraisers will enhance our philanthropy outreach.

If you have administrative experience, want to reshape healthcare, and love:

- Interacting and engaging with the public.
- Providing administrative support in a fast-paced and dynamic environment.
- Making sure information is accurate, down to the small details.
- Following processes and uncovering new efficiencies.
- Creating communications to engage and steward prospects and donors.

**This role is for you.**

“Each fundraising team needs dedicated and talented administrative support to move our philanthropic efforts along – from preparing correspondence, to updating our CRM database, scheduling meetings, and much more. If you're highly organized and proactive, then this role is for you!” – **Jennifer Van Noort, Chief Development Officer**

# 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 (to fill a vacancy)

**Number of direct reports:** 0

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

**Annual salary:** The salary range for this position is \$43.3k-\$62.8k with a current hiring range of \$43.3k-\$51.2k. \*Experienced candidates with further experience outside the range may still apply for consideration\*

**Vacation:** 3 weeks per annum.

**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). Ethical and responsible use of AI tools.

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

**Language:** English essential, French is considered an asset.

**Deadline to Apply:** We will **review applications** immediately 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 \$396m 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:**

- Prepare, coordinate and send routine donor correspondence, such as pledge reminders, thank you letters, etc. in a timely fashion.
- Provide general administrative support to several of our major gift fundraisers (scheduling, room bookings, coordinating signatures etc.).
- Ensure accurately and timely updates to Raiser's Edge (CRM database).
- Rotate in-person reception coverage of our front-facing General Campus (501 Smyth Road), and/or Irving Greenberg Family Cancer Centre (3045 Baseline Road) offices.
- Facilitate relationship-building with donors and the general public.
- Support on-site events and donor meetings
- Contribute to and participate in regular in-person and virtual meetings with peers and donors

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

- Ability to thrive in a dynamic and collaborative work environment with shifting priorities and time-sensitive deliverables.
- Superior attention to detail.
- Ability to communicate clearly and concisely.
- Ability to streamline processes by identifying inefficiencies and implementing solutions, particularly through the innovative use of technology.
- Exceptional problem-solving skills.
- Advanced computer skills in Microsoft Office Suite are required. A strong understanding of Raiser's Edge NXT and Wrike is 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, 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\_PhilanthropyAssociate**

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.