



## **Development Officer, Community Engagement**

**Sinai Health Foundation** raises and stewards funds to support Sinai Health. Sinai Health is Canada's leading integrated health system and comprises of Circle of Care; Hennick Bridgepoint Hospital; Lunenfeld-Tanenbaum Research Institute; and Mount Sinai Hospital. The generous support of our community fuels everything we do from seamless care to scientific discovery.

People are excited to come to work every day at Sinai Health Foundation. As a **world-class institution**, we have a unique and rich personality. We are driven to make a positive impact for patients, their families and society.

We love the clash of ideas that lead to better solutions. Challenging the status quo is encouraged. **Collaborating** will allow us to push forward.

We recognize that the pace of change continues to accelerate and understand **flexibility** is vital. We take our work seriously and have a lot of **fun** doing it! Laughter echoes throughout our organization.

We embrace and celebrate differences. We look for diversity and inclusion when we hire top talent. We have great **respect** for our strengths, perspectives, opinions and lifestyles. We have high expectations of each other, but even higher expectations of ourselves. We are not hampered by rules and processes, we **trust** in each other.

Reporting to the Manager, Community Engagement, the Development Officer, Community Engagement will facilitate and support the work of the Community Engagement portfolio, including maintaining strong relationships with internal and external stakeholders, planning and executing successful events, and conducting other operational and administrative tasks as assigned.

The Development Officer, Community Engagement will work collaboratively within the Engagement & Partnerships team and cross-functionally to maximize outcomes. They will support the development of a robust portfolio that reaches different audiences to ensure diversity and growth in human and financial capital. They will liaise with vendors and will support in ideating new initiatives within the Foundation's outlined priorities.

### **Responsibilities include but are not limited to:**

- Support Manager, Community Engagement and volunteer committees in coordinating and executing event logistics, creating work back schedules, liaising with vendors and suppliers, and providing ongoing progress reports
- Support in coordinating the financial and administrative needs for the Engagement & Partnerships team, including ensuring data integrity, on track budgeting and bookkeeping, and appropriate tax receipting
- Perform administrative tasks as required, including but not limited to the administration of individual events budgets, the processing of payments and donations from members, donors and sponsors

- Track administrative and stakeholder activity in the Foundation's database of record (Raiser's Edge)
- Support on cross-functional projects and initiatives, as required
- Provide outstanding service to all stakeholders and ensure timely pre- and post-initiative follow up
- Escalate sensitive and or challenging situations to Manager, as appropriate
- Evening and weekend work required.

**Job requirements:**

- A minimum of 3 years of recent related experience preferably within a large dynamic non-for-profit environment
- A successful completion of a College Diploma in event planning, fundraising or a related field from an accredited educational institution. Proven equivalent and recent related education, training and experience may be considered
- Exceptional verbal and written communication skills, with excellent interpersonal skills
- Proficiency in Microsoft Office, including Word, Excel, Teams and PowerPoint
- Working knowledge of Raiser's Edge
- Solid understanding of budgeting and financial administration
- Experience with digital fundraising platforms would be an asset
- Experience with project management software (e.g., monday.com)
- Experience with CRA gift and receipting policies would be an asset
- Excellent administrative skills; project management experience would be an asset
- Ability to handle matters of a sensitive and confidential nature with extraordinary problem-solving skills
- Assertive while respectful in managing expectations of a wide range of stakeholders
- Self-starter with a bias for action; solutions oriented; able to plan, organize and prioritize work while handling multiple tasks and interruptions
- Ability to work collaboratively within a team and independently with minimal supervision
- A professional aligned with Sinai Health Foundation's five values: collaboration, flexibility, fun, respect, and trust.