

**Title: Sr. Community & Volunteer Engagement Officer**

**Status: Full time, Permanent**

**Reports to: Sr. Manager, Events and Partnerships**

At the St. Joseph's Health Centre Foundation, we are committed to continuing to transform St. Joe's as a leading community hospital that delivers the best care experiences to Toronto's west end. We are guided by our mission to inspire philanthropy from our community and raise the funds needed to support that transformation.

St. Joe's has provided care for millions of people in Toronto's west end for more than a century. Today it is one Canada's busiest community teaching hospitals, looking after a vibrant community of over half a million.

The Foundation has grown in recent years to be a leading community hospital foundation with a strong and engaged board of directors. Following on the success of the recent \$100M+ Promise campaign, the Foundation is launching its most ambitious campaign thus far supporting the largest transformation of St. Joe's in its history. We are looking for energetic and hardworking team members to join our staff and help in this transformation.

**Position:**

Reporting to the Senior Manager, Events & Partnerships, the Sr. Community and Volunteer Engagement Officer is an integral part of the events and partnerships team. This role is focused on achieving the Foundation's goals and business objectives by supporting the community fundraising initiatives through cultivating, developing, and building relationships with key donors, partners and a diverse community of volunteers.

The preferred candidate will be deeply connected to the west end community. The Sr. Officer will be a key member of the Events & Partnerships team, leading the growth of community partnerships and fundraising activities. The Sr. Officer will also build and implement a strategy to grow and steward volunteers that support the Foundation's initiatives and events.

A particular focus will be on recruiting and engaging community volunteer groups who have connections to specific communities within the west-end. The Officer will also support fundraising initiatives led by local businesses and community organizations.

The ideal candidate is a strong relationship builder who has an entrepreneurial mindset and has a tact for creative problem solving. The candidate must have the ability to pivot as plans change, is motivated by a challenge, and is dedicated to unlocking new revenue generating opportunities for the Foundation. They will be a strategic thinker, clear communicator, strong executor and an excellent relationship builder. The Sr. Officer will have a strong track record of exceeding fundraising revenue goals and have experience working with and managing multiple volunteer groups at once.

**Roles and Responsibilities:**

**Community Engagement/ Development:**

- Oversee a portfolio of community donations, events, local partnerships and cause-marketing initiatives to exceed an annual budget of \$500,000 in revenue for the community events portfolio
- Lead and scale key community events, with a particular focus on reaching key audiences, and volunteer groups
- Secure community gifts (donations, sponsorships, etc), cultivating and stewarding donors
- Support 3<sup>rd</sup> party community event planning with a key objective of driving fundraising revenue
- Support 3<sup>rd</sup> parties with developing: critical path, volunteer recruitment strategy, participant communications, partner recognition and benefits and data tracking
- Help replicate event model(s) to foster growth and or add new revenue generating opportunities to the community portfolio
- Accountable for setting and meeting revenue targets, and volunteer expectations
- Maintain relationship data for events/partners in CRM database (Raiser's Edge NXT)

**Volunteer Engagement/ Development:**

- Lead the implementation of a volunteer strategy across the Foundation's portfolios, continuously evaluate for impact and growth
- Help build and expand volunteer engagement opportunities, community partnerships to support various areas of the Foundation's work
- Build a year round volunteer strategy for events and community volunteer groups which includes recruitment, training and coaching to help to increase retention of events and volunteers
- Contributes to Foundation team initiatives, plans and meetings as required

**Qualifications:**

- 5+ years of related experience; fundraising, corporate partnerships, event and volunteer recruitment and management
- Fundraising experience in health care environment preferred, ideally with experience working with corporate partners, engaging with local businesses and managing volunteer groups
- Demonstrated ability to handle multiple priorities and be self-motivated in a high pressure and demanding work environment
- Exceptional interpersonal skills; outstanding communicator, effective writer and strong relationship builder
- High level of proficiency with Microsoft Word, Excel and PowerPoint
- Preferred experience working with Raiser's Edge fundraising software
- Strategic thinker with entrepreneurial mindset
- Proven analytical and creative problem solving skills
- Exceptionally organized

**Salary Range:**

\$65,000-\$75,000 \* commensurate with experience

The Foundation team works in a mixed model (onsite and remotely). At least a few days a week are onsite with the team.

Applications will be reviewed on an ongoing basis before the application deadline closes.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.