



WILLIAM OSLER HEALTH SYSTEM FOUNDATION Job Posting

JOB TITLE:	Fundraising Communications Specialist (Full-Time, Permanent)
REPORTING TO:	Associate Director, Foundation Marketing
LOCATION:	Peel Memorial Centre for Integrated Health & Wellness, with periodic travel to Brampton Civic and Etobicoke General Hospitals

WILLIAM OSLER HEALTH SYSTEM FOUNDATION:

William Osler Health System Foundation (Osler Foundation) is the fundraising arm of William Osler Health System (Osler). Osler serves 1.3 million people in Brampton, Caledon, North Mississauga, Etobicoke, and the surrounding region. This is one of the fastest-growing and most ethnically diverse regions of Canada.

Osler Foundation builds and fosters relationships within our hospitals and in the community to raise funds to support clinical priorities at Brampton Civic Hospital and Etobicoke General Hospital, Osler's two acute-care sites, and Peel Memorial Centre for Integrated Health and Wellness.

As part of the Osler family, we are committed to providing a fulfilling work environment that inspires our staff to learn, innovate and grow. Year after year, Osler is proud to be recognized as one of Greater Toronto's Top Employers and Canada's Best Diversity Employers. Osler Foundation is equally committed to supporting our employees through flexible work arrangements, professional development, and a commitment to creating an environment of inclusiveness and belonging. Our team members are highly effective leaders, instructors, and mentors within the philanthropy sector, with the Association of Healthcare Philanthropists (AHP) and Association of Fundraising Professionals (AFP), including past Chair, AFP Canada and AFP Fundraiser of the Year, 2019.

POSITION SUMMARY:

As Osler Foundation embarks on a historic new Capital Campaign, set to change the health care landscape in our community, the Fundraising Communications Specialist is a critical role in its success. The Fundraising Communications Specialist is responsible for preparing various communications materials for the primary purpose of cultivating gifts and stewarding donors. Reporting to the Associate

Director, Foundation Marketing, the Fundraising Communications Specialist is a natural storyteller, skilled at producing a variety of fundraising, stewardship, and marketing materials, with experience in health care philanthropy or a similar sector. The role includes creating content in collaboration with Osler's clinical and administrative staff. The successful candidate will research, write, design, and produce funding proposals, impact and endowment reports, campaign case documents, funding summaries and priorities, speeches, web content, special correspondence, and other materials as required.

RESPONSIBILITIES (including but not limited to):

- Write transformational and major gift fundraising proposals that simplify complex medical concepts into easily understandable descriptions showing impact and encouraging donor engagement.
- Write compelling impact reports for major donors in a donor-centric voice, in collaboration with Osler Foundation and hospital staff.
- Represent the Osler and Osler Foundation brand to ensure a consistent look and feel and campaign expression.
- Support the Donor Relations team in executing communications materials for major gift announcements and stewardship events.
- Write communications materials such as presentations, speaking remarks, and Board reports.
- Conduct donor interviews to produce content representing the motivations and perspectives of Osler's many diverse donors.
- Lead the development of Osler Foundation's proposal templates, proposal and application content, and application materials.
- Forge strong relationships with hospital stakeholders, including physicians, nurses, clinicians, managers and directors, front-line staff, administrative staff, volunteers, and clients.
- Contributes to an upbeat, flexible, team-oriented, and collaborative work environment.

QUALIFICATIONS:

- Bachelor's degree in English, Communications, Journalism, or a related major.
- 2+ years of professional writing experience for the health care sector, non-profit sector, or a related field.
- Proficient in writing a range of communications materials with emphasis on proposals, technical reports, briefing documents, presentations, and speaking notes.
- Exemplary written and verbal communication skills, with knowledge of CP Style.
- Experience in communicating and disseminating information to various audiences.
- Strong storytelling skills with interview and research experience.
- Critical thinker and self-starter with strong organizational, research, interviewing, and information-gathering skills, and demonstrated ability to adapt writing styles for various audiences and communications channels.
- Ability to work both independently and collaboratively with a team to prioritize competing demands and deadlines in a fast-paced environment with daily deadlines and multiple projects.
- Demonstrated experience in assembling and analyzing information, prioritizing, drafting, collaborating, and editing.
- Strong interpersonal and relationship-building skills.

F O U N D A T I O N

- Strong proficiency with Microsoft Office Suite software applications, including Outlook, Word, PowerPoint, RENXT and Excel.
- Experience using Adobe Creative Suite, with knowledge of InDesign.
- CFRE designation is considered an asset.
- Experience with donor recognition and stewardship practices, with a good understanding of and respect for the donor cycle, journey, and experience.
- Valid driver's license and access to an automobile.

WHAT YOU WILL ENJOY:

- A comprehensive benefits package including a defined-benefit pension plan (HOOPP), outstanding health/dental benefits, and a generous vacation allowance.
- An expected starting salary range of \$65,000 - \$75,000.
- The Foundation is working under a hybrid model of working from home and in the office on a weekly basis.
- State-of-the-art accessible facility located close to major highways in Brampton, Ontario.
- A dynamic and professional office setting in a hospital environment.
- A highly collaborative team environment with the opportunity to participate in first-in-class fundraising events.

APPLICATION INSTRUCTIONS:

Please submit a PDF of your cover letter and resume, addressed to Alicia King by email to:

Email: Alicia.King@williamoslerhs.ca

Subject Line: Fundraising Communications Specialist

Deadline: Friday April 19th, 2024

We thank all candidates for their interest. Only those selected for an interview will be contacted. No telephone or walk-in inquiries please.

All applications are considered confidential.

Osler values inclusivity and diversity in the workplace. We welcome and encourage applicants from diverse backgrounds. We are committed to providing accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage of the recruitment process, please notify us through your application.