



Uxbridge Hospital Foundation Coordinator, Community Campaign and Events

Land Acknowledgement:

Oak Valley Health honours the traditional territory of the closest Indigenous communities, the Chippewas (chippuh-waas) of Georgina Island and the Mississaugas of Scugog Island. The Haudenosaunee (Ho-de-no-shau-nee) and Anishinaabe (Ah-nish-in-ah-beh) have lived, worked and existed on this land from time immemorial. This land is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaty signed with many Mississauga and Chippewa bands.

Uxbridge Hospital Foundation

Since 1980, Uxbridge Hospital Foundation (UHF) has been providing financial support to fund new medical equipment, renovations, and special projects for Uxbridge Hospital. With a new capital project to build a new hospital in Uxbridge, we are seeking a Coordinator to help guide the Foundation in planning and executing our signature events and the community phase of the campaign.

With the launch of the UHF Campaign, the Coordinator will be a key resource in the achievement of the goals and objectives for the campaign, providing administrative support to and working closely with our staff, volunteers and donors to ensure the success of this transformational fundraising initiative.

Primary Objective

Uxbridge Hospital Foundation is currently seeking a Coordinator, Community Campaign and Events to support our signature and community events program. This is an exciting opportunity for an experienced event coordinator who has planned and executed events with a focus on signature, peer-to-peer and community fundraising events. We are looking for a 'hands on' member of our team who is passionate about helping to make a difference at our community hospital.

Reporting to the Campaign Director, the incumbent will be an integral part of building the Foundation's presence in our community through events in support of the Foundation's objectives to drive revenue and build capacity in leadership giving and expand our donor base through broader community engagement for sustainable future revenue.

The Coordinator will support the planning, execution and delivery of the Foundation's signature events including Music for Ux, Celebrity Hockey Classic, raffles, and community driven events, including the campaign launch and internal family campaign. The incumbent will develop unique experiences which acquire new donors and deepen community engagement.



Responsibilities Include:

- Successfully execute events to ensure a meaningful event experience for the guests and maintain and exceed the profitability of the Foundation's event portfolio
- Correspond and support community event organizers to execute successful events and fundraising initiatives, including representing the Foundation at community events (Third Party Events) and assist where possible.
- Coordinate and be able to manage all aspects of event operations, including developing and executing critical paths, RSVPs, venue or vendor/supplier negotiation, creating print materials/signage, permits, preparing and sending out sponsor invoices and coordinating volunteer and staff attendance
- Identify and seek sponsorship, gifts-in-kind and, other donations for events
- Manage online fundraising and event websites and help promote Foundation achievements through social media
- Manage online auction logistics for events including cataloguing items, program lists, creating descriptions and display set ups as required
- Provide ongoing administrative duties including, thank you letters, coordinating event invitations, maintaining database files and records, preparing and submitting raffle/lottery license applications and reports, gift processing, taking minutes and distributing event materials in a timely manner
- Leverage the Foundation's database systems including Donor Perfect and AKA raisin to accurately track, pull and analyze reports to help inform our decision making
- Be adept at communicating with key event stakeholders and varied internal and external audiences as well as providing a high level of support and service to volunteers, donors, sponsors, vendors
- Track revenue and expenses of assigned events and provide regular reports of financial status to Manager
- Prepare event-day supplies, maintain the event calendar and coordinate staff and volunteers attendance at events. Coordinate committee meeting and event notices, coordinate room bookings and room set-up, distribute materials, organize catering and audio-visual requirements, take accurate minutes and distribute agenda and materials in a timely manner
- Execute post event stewardship activities including meaningfully thanking our event supporters including participants, sponsors, donors and vendors
- This position will also assist in developing and executing both internal and community outreach events, such as the internal family campaign, cause-marketing campaigns, and corporate employee giving campaigns
- Other duties as assigned

Qualifications:

- A university degree or college diploma and a minimum 2 years' experience in event planning and execution; not-for-profit or fundraising experience preferred
- Outstanding analytical and organizational skills and excellent ability to manage a diverse range of assignments and events with high efficiency and attention to detail
- Superior communication skills, both verbal and written, combined with a customer focused approach and ability to handle requests in a professional, diplomatic, and tactful manner
- Demonstrated ability to exercise discretion and good judgment, take initiative, and respect the confidentiality of sensitive information and materials;
- Professional demeanour and ability to deal comfortably and efficiently with senior staff, donors, as well as their support staff.
- Aptitude for computers and ability to learn new systems quickly and knowledge and experience updating and managing web pages. Strong technical skills, including experience with online resources, Microsoft Office, Excel and PowerPoint, Donor Perfect, Adobe Design, Canva, database applications, design and web applications.

100% Smoke-Free



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- A self-starter with strong motivation to take on multiple initiatives and ability to adjust to changing priorities and competing deadlines
- Ability to thrive in a fast paced, creative environment while maintaining a positive attitude
- Solid interpersonal, relationship building skills and demonstrated sound judgment and ability to maintain confidentiality
- Demonstrated flexibility, creativity and initiative
- Valid G license and access to vehicle
- Ability to carry, load and offload physical collaterals
- Flexibility of hours is required, including some evening and week-end hours

Work Environment

- The position is based out of the Uxbridge Hospital with flexible working arrangements to support your need to balance life at work and at home;
- Annual professional development opportunities are encouraged;
- Regular daily hours of work with the occasional need for irregular work hours;

Compensation:

\$55,000 - \$70,000 per year

If you are looking for an outstanding challenge, then please submit your CV, along with a covering letter explaining your interest and experience to:

<https://jobs-ca.silkroad.com/OakValleyHealth/OakValleyHealthsilkroadcom/jobs/12521>

Who we are:

Oak Valley Health is one of Ontario's leading community healthcare organizations. Across our two sites (Markham and Uxbridge) and Reactivation Care Centre (RCC), we provide high quality, patient-centred care to more than 435,000 patients each year. We offer diagnostic and emergency services and deliver clinical programs in acute care medicine and surgery, addictions and mental health, and childbirth and children's services. We are also proud to be part of the Eastern York Region North Durham Ontario Health Team (OHT).

Our 526 physicians, 28 midwives, 2,400 staff and 1,000 volunteers serve patients and families with an honoured to care mindset and are focused on delivering an extraordinary patient experience to the residents of Markham, Whitchurch-Stouffville, Uxbridge, and beyond. We are dedicated to providing access to the right care, at the right time, in the right place by the right people and at the right cost. Are you ready to join us?

COVID Statement

As a result of the COVID-19 pandemic and the need to strengthen and promote health protection to patients, staff and members of the public attending in the hospital, prior to the first day of employment with the Hospital, all successful candidates are required to provide proof of COVID-19 vaccination (full vaccination is required). In order to provide you with fair & equitable accommodation, you must submit supporting medical exemption documentation or an affidavit detailing why your religion prohibits you from receiving the COVID-19 vaccine.

Oak Valley Health Diversity Statement

Oak Valley Health takes pride in serving some of Canada's most diverse communities. We are committed to fostering an environment of equity and inclusivity where every person can work and receive care safely, openly

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and honestly. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, nation of origin, genetics, disability, age, veteran status, marital or family status, belief system, or other factors related to one's personal identity and/or values. Furthermore, Oak Valley Health is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Should you require accommodations during the recruitment and selection process, please contact Human Resources.

Forbes Canada Honouree

We are honoured to be recognized as one of Forbes Canada's Best Employers for Diversity 2023. We ranked within the top 150 organizations across the country. Learn more about our commitment to EDI.

<https://www.oakvalleyhealth.ca/about-us/equity-diversity-and-inclusion>

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