



**Southlake Regional Health Centre Foundation**

<b>DEPT</b>	Foundation	<b>#POSITIONS</b>	1
<b>PROGRAM</b>	Fundraising	<b>UNION GROUP</b>	Non Union
<b>HOURS</b>	Full-time	<b>SALARY RANGE</b>	As per scale

**POSTED:**

**PLEASE APPLY BY:**

Are you passionate about donor impact? Do you love keeping a team organized? Do you have the ability to share your administrative expertise and your “joy” in a way that supports those around you? Southlake Foundation is in search of an excellent multi-tasker to join our incredible team as our Coordinator, Donor Experience, helping to further our organizational mission through donor impact events, honed logistics skills, and an eye for maintaining important data. If you want a career with meaning and impact as we further leading edge care through philanthropy in York Region and beyond, we might be the right fit for you!

**Our Shared Purpose:** Build healthier communities. Shape the future of healthcare.

**Southlake Regional Health Centre**

Southlake is building healthy communities through outstanding care, innovative partnerships, and amazing people. We deliver a wide range of healthcare services to the communities of northern York Region and southern Simcoe County. Our advanced regional programs include Cancer Care and Cardiac Care and serve a broader population across the northern GTA and into Simcoe-Muskoka. Our team of nearly 6,000 staff, physicians, volunteers, students and Patient and Family Advisors are committed to creating an environment where the best experiences happen. As a recognition of our commitment to quality and patient safety, we have received the highest distinction of Exemplary Standing from Accreditation Canada. With an annual operating budget of over \$500 million, we care for one of Ontario’s most rapidly growing and aging populations and have developed an exciting plan for new facilities to serve our communities into the future. A member of the Southlake Community Ontario Health Team, we are working with our partners to deliver connected care to northern York Region and southern Simcoe County.

**Southlake Regional Health Centre Foundation**

Since the inception of Southlake Foundation in 1980, more than \$234 million has been raised in support of Southlake Regional Health Centre. Working with members of our communities, volunteers, our Southlake Family and our dedicated donors, Southlake Foundation will continue to support the most urgent needs of our hospital, including things like life-saving medical equipment, infrastructure upgrades and expansions, patient programs and staff education, all for the goal of providing leading edge care for patients and families, close to home. For more information visit: [www.southlakefoundation.ca](http://www.southlakefoundation.ca).

**The Position**

The Donor Experience Coordinator contributes to the successful operation of a comprehensive donor relations program ensuring that the Foundation exceeds donor expectations in the ways that we acknowledge, recognize,

engage, steward and are accountable to our donors to increase donor retention, loyalty and giving to meet revenue goals over the long-term.

Working with the Donor Experience Team, this role is responsible for providing solid administrative skills to support the Team, coordinating and implementing stewardship and recognition plans to demonstrate donor impact, increasing donor engagement and recognition of donors at all levels and supporting and coordinating donor recognition events and celebrations.

### **About the Donor Experience Team**

The Donor Experience & Fundraising Operations Team are responsible for the engagement, acknowledgement, recognition, and stewardship of donors, Raiser's Edge/NXT database, and all associated Blackbaud products, systems, processes; ensuring excellent data hygiene, enhanced technology and superior analytics are in place to support fundraising initiatives. The Team are accountable to our donors to increase donor retention, loyalty and giving to meet revenue goals over the long-term.

### **Qualifications and Experience**

- University Degree or a Diploma or a combination of comparable relevant skills and experience
- 2 years demonstrated progressive and relevant experience in fundraising with increasing complexity and scope
- Demonstrated commitment to donor relations and knowledge of donor centred fundraising principles
- Excellent interpersonal skills
- Advanced organization and planning skills, with an acute attention to detail
- Strong written and oral communication skills
- Ability to work with senior leaders, physicians, and other foundations effectively and collaboratively
- Demonstrated diplomacy, judgment, diligence, professionalism and the ability to maintain confidences
- Demonstrated ability to adapt to changing priorities
- Proficiency in Microsoft Office including Word, Excel and PowerPoint
- Experience with donor databases (such as Raiser's Edge/NXT)
- Demonstrated commitment to and understanding of the mission and values of the Foundation
- Willingness to work flexible hours, including some evenings and weekends

As the successful candidate you must have a valid driver's license, access to a vehicle, and the ability to work occasional evenings and weekends.

If you have the qualifications, commitment, and passion to join us and raise the bar for healthcare philanthropy in our communities, we would like to hear from you. It is an exciting time to be at Southlake. Southlake Foundation offers a competitive compensation package, including a benefits package that with a defined-benefit pension program. Remuneration will be commensurate with experience and qualifications.

We also aim to provide flexibility to enable work/life balance (hybrid environment with 3 days in-office per week). If interested, please apply with cover letter and resume at [southlake.ca/careers](https://southlake.ca/careers).

*As a condition of employment, you are required to submit proof of COVID-19 vaccination to the Hospital's Occupational Health and Safety department. Successful candidates will be required to submit proof of COVID-19 vaccination (two doses) from the Ontario Ministry of Health website or other authorized source directly to the Occupational Health and Safety department. In the event that you are unable to be vaccinated as a result of a ground protected under the Human Rights Code, you may submit a written explanation of the ground and any supporting documentation to determine if you are exempt from this requirement to the recruitment team. A recruitment representative may follow up with you for further information if necessary.*