



**Joseph Brant Hospital Foundation**  
Development Coordinator  
(18-Month Maternity Leave Contract)

---

## **The Opportunity**

We are seeking a dynamic and enthusiastic professional to join Joseph Brant Hospital Foundation (JBHF) as the **Coordinator, Development** for an 18-Month Maternity Leave Contract.

Reporting to the Associate Director, Annual Giving and working in close partnership with the entire Development Team, the Coordinator, Development will support the execution of various cross-team functions and activities related to annual giving, major giving and signature events.

The Coordinator, Development will play a key role in new donor acquisition and will ensure a best-in-class giving experience for donors, connecting them with the impact of their support.

Contributing to a mission-focused, fast-paced and cooperative team environment, the Coordinator, Development will manage multiple priorities and competing deadlines while living the JBHF values: collaborative, inclusive, innovative, responsive and transparent; and team-designed culture code: accountable, collaborative, fun and respectful.

Demanding, challenging and exciting, this role requires a motivated, energetic and creative individual with demonstrated relationship building skills and a passion for excellence.

## **About Joseph Brant Hospital**

Joseph Brant Hospital (JBH) is a full-service community teaching hospital located in the growing and thriving community of Burlington, Ontario, serving more than 185,000 residents in Halton, Hamilton, Waterdown, Flamborough and Stoney Creek. It is honoured to be recognized as one of Hamilton Niagara's Top Employers for nine (9) consecutive years, with a skilled staff of 194 physicians, 2,016 full and part-time staff, and more than 300 volunteers.

JBH is a Clinical Education site in conjunction with McMaster University and is designated as an Academic Community Teaching Hospital. Its expanded campus includes the state-of-art Michael Lee-Chin & Family Patient Tower. JBH is also a partner member of the Burlington Ontario Health Team.

## **About Joseph Brant Hospital Foundation**

Joseph Brant Hospital Foundation was founded in 1976 to support Joseph Brant Hospital. We are committed to engaging our community, inspiring investment in our Hospital, and ensuring exceptional healthcare for our community. We work to be the catalyst that enables philanthropy for our Hospital to thrive through the generosity of our supporters, with a commitment to equity, diversity and inclusion in partnership with Joseph Brant Hospital.

The Our New Era Campaign in support of the new JBH surpassed its goal of \$60M in 2017 raising an unprecedented \$65M, enabling the incredible transformation of our Hospital, and having a tremendous impact on our community for generations to come.

With the successful conclusion of the capital campaign, the Foundation continues to raise \$10M+ annually and is poised to leverage the overwhelming support of the community to support new and emerging priorities which will continue to enable our Hospital's vision of providing exceptional healthcare.

In January 2024, the Foundation announced a lead gift of \$5M to the \$20M *For All Minds* Campaign, which will support the redevelopment of Mental Health and Addictions care spaces at JBH.

The Foundation is governed by a team of community volunteer leaders and is managed by a dedicated staff of professionals who ensure that every donation is used effectively and efficiently to meet the needs of patients and their families.

### **Key Responsibilities**

- On-board, steward and correspond with annual, monthly and tribute donors, delivering a best-in-class giving experience
- Execute the memorial/tribute giving program, leveraging relationships with our hospital partners to maximize the potential of the *Gifts of Gratitude* program
- Support the Major Gifts team in prospect identification, cultivation and stewardship activities
- Provide administrative support to the the Signature Events team, including production and distribution of customized sponsorship packages, briefing notes and invoices
- Maintain accurate, professional and current prospect and donor records, contribute to pipeline development/management and support gift processing as needed
- Liaise with JBHF and JBH staff, building collaborative, supportive and productive relationships
- Perform other duties as required in furthering the goals of the JBHF, including occasionally some evening and weekend work

### **Qualifications and Experience Required**

- Successful completion of an undergraduate degree or diploma from an accredited educational institution
- 1-3 years of recent related experience, preferably working within a non-for-profit environment
- Well-developed administrative, communication, interpersonal and organizational skills
- Proficiency in Microsoft Word, Excel and PowerPoint
- Working knowledge of Raiser's Edge or another relational database
- Creative and innovative with a high-degree of professionalism and discretion
- A self-starter with the ability to work independently and collaboratively with a team
- Excellent time management skills and the ability to meet competing deadlines in an organized manner
- Aligned with JBHF's values: Collaborative, Inclusive, Innovative, Responsive and Transparent
- Aligned with JBHF's culture code: Accountable, Collaborative, Fun and Respectful

**Compensation: Target salary range is \$50,000 – \$55,000**

As part of JBHF's culture code and commitment to team well-being, JBHF offers a hybrid working model, social committee events/activities, flex/lieu time and more.

**Interested candidates should forward their resume and cover letter to:**

**Kerri Nichols**  
**Associate Director, Annual Giving**  
**knichols@josephbranthospital.ca**

**Closing Date: August 2, 2024**

This position is open to all Canadian citizens, permanent residents and those legally able to work in Canada. JBHF invites applications from all qualified individuals. JBHF is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Joseph Brant Hospital recognizes that our hospitals and community-based services are provided on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation and recognize this land as being home and traditional territory to other Indigenous people since time immemorial. We must commit to not repeat past mistakes and to work towards more equitable and respectful relationships with the First Nations, Inuit, and Métis. Acknowledging the territories and the original stewards of these lands is a fundamental responsibility of our organization and part of our commitment to work towards Truth and Reconciliation. Joseph Brant Hospital wishes to respect and honour the original peoples of this land and the histories and lived experiences of these communities.

This is an 18-Month Maternity Leave Contract based in the JBHF offices located in the Halton McMaster Family Health Centre Building at Joseph Brant Hospital, 1245 Lakeshore Road, Burlington, ON. JBHF employees are required to attest to having COVID-19 vaccinations. JBHF thanks all applicants, however, will contact only those selected for an interview.