



Job Title: Manager of Community Engagement & Events

Reports To: Director of Marketing & Community Engagement

Location: Bowmanville Hospital Foundation

Employment Type: Full-time, Permanent

Salary: \$75-90k

About the Role

The Manager of Community Engagement & Events is a key member of the Bowmanville Hospital Foundation team, responsible for building strong connections with local businesses, organizations, and community members. This role leads third-party fundraising initiatives, manages the Foundation's annual Gala, and supports peer-to-peer fundraising efforts that celebrate the generosity of our community.

We're looking for someone who is organized, relationship-driven, and motivated by the opportunity to make a tangible impact on local health care. If you thrive on connecting with people, planning meaningful events, and bringing ideas to life, this position is a chance to see your work make a real difference.

Key Responsibilities

Fundraising & Partnerships

- Lead proactive strategies to identify, cultivate and solicit new community donors, business partners and third party fundraising initiatives to expand the Foundation's revenue pipeline.
- Identify, engage, and secure new community partners to expand fundraising opportunities.
- Lead the planning and execution of the Foundation's Annual Gala, with a focus on maximizing revenue through sponsorships and event fundraising, while driving prospect identification and donor pipeline development in collaboration with senior leadership and the Major Gifts team.
- Manage event and program budgets responsibly, ensuring effective use of resources and reporting on return on investment.
- Support the Foundation's peer-to-peer fundraising initiative, including campaign planning and execution tied to the Foundation's 50th anniversary and beyond.
- Track progress against fundraising targets, manage donor pipelines, and report on outcomes using Raiser's Edge NXT.
- Develop and implement strategies to achieve annual fundraising revenue goals.

Donor & Volunteer Engagement & Event Management

- Support community events and networking opportunities, representing the Foundation and strengthening its presence across Clarington and the greater Durham Region.
- Plan and deliver Foundation-led fundraising and engagement events.
- Collaborate with Marketing & Communications to promote opportunities, celebrate donors, and share stories of community impact.
- Ensure thoughtful, timely, and personalized donor communications including thank-you letters, impact updates, and recognition materials.
- Contribute to storytelling that highlights the power of community generosity in advancing hospital care.
- Manage and support volunteer committees in planning, promoting and delivering fundraising and community engagement events, ensuring alignment with revenue goals and collaboration to achieve budget targets.



Additional Duties

- Assist with special projects and events, including occasional evenings or weekends.
- Follow safe work practices and promptly report building or equipment issues.
- Collaborate closely with Major Gifts, Annual Giving, Operations and Marketing team members to ensure consistent messaging and alignment with fundraising programs.
- Perform other related duties as assigned.

Qualifications

- Post-secondary education in Fundraising, Communications, Nonprofit Management, or a related field.
- Minimum of 5 years of experience in fundraising, donor relations, or event management (healthcare or nonprofit experience is an asset) including people management and mentorship.
- Demonstrated success in securing financial gifts from new partners, and in stewarding existing donors to renew gifts and move to higher levels of giving.
- Strong interpersonal and communication skills with a donor-first approach.
- Ability to think strategically, work independently, and manage competing priorities in a high-volume, and results-oriented environment.
- Proven track record of achieving fundraising targets through outreach and cultivation.
- Proficiency in Microsoft Office Suite; experience with donor databases such as Raiser's Edge NXT is an asset.

WHAT YOU WILL ENJOY:

- A comprehensive benefits package including an outstanding health/dental program, RRSP matching program and a generous vacation allowance.
- An expected starting salary range of \$75K-\$90K
- The Foundation is working under a flexible model of work from home and in office on a weekly basis.
- An exciting opportunity to be part of a leading not-for-profit dedicated to excellence and impact.
- A collaborative work environment with a culture of innovation.
- Opportunities for learning and professional development.
- 5 hour Friday Summer Work Schedule.

APPLICATION INSTRUCTIONS:

Please submit a PDF of your cover letter and resume, addressed to Mathew Sylvestre – msylvestre@lh.ca

- Subject Line: **Manager of Community Engagement & Events**
- Deadline: October 31st, 2025

We thank all candidates for their interest. Only those selected for an interview will be contacted. No telephone or walk-in inquiries please. Please note we will be conducting interviews with chosen candidates prior to closing date.