

Philanthropy Coordinator Position Description Women's College Hospital Foundation

Reports To: Vice President, Philanthropy and Partnerships

Women's College Hospital

For more than 140 years, Women's College Hospital has been developing revolutionary advances in healthcare. At Women's we advocate for healthcare equity because we know that a healthy society requires a level playing field where everyone has access to timely, high quality, efficient and compassionate care. Today, Women's is a world leader in revolutionizing healthcare for women and advancing health system solutions for all.

Women's College Hospital Foundation

Through the generosity of the community, the Foundation fuels the Hospital's excellence in research and healthcare. Women's is at the leading edge of fundamental changes in the healthcare system and the Foundation plays a critical role in advancing this agenda by supporting the Hospital and its extended mandate through fundraising. Donors have been, and continue to be, paramount to the success of progressive healthcare.

The Opportunity

As a key member of the Philanthropy and Partnerships team, the Philanthropy Coordinator will provide essential administrative, operational and database support to advance the Foundation's fundraising goals. This position plays a key role in maintaining accurate donor information, supporting donor journey activities, and assisting the Vice President of Philanthropy and Partnerships with scheduling, expense tracking, and other administrative tasks. The ideal candidate is detail-oriented, proactive, and passionate about supporting donor engagement and philanthropic initiatives.

Core Deliverables

- Maintain and update the donor database to ensure accurate and timely data entry for donor relationship management by tracking donor identification, cultivation, solicitation, and stewardship activities.
- Generate donor reports, lists, and dashboards to support prospect strategy and fundraising campaigns.
- Manage the Vice President's calendar, including scheduling external and internal meetings.
- Track and process the Vice President's expense reports, credit card reconciliations, and invoices in a timely and accurate manner.
- Assist in preparing presentations, meeting materials, and correspondence for the Vice President.
- Provide logistical and administrative support for donor events, meetings, and campaigns.
- Serve as the liaison for internal and external communications, ensuring professional and timely responses.
- Handle special projects and perform other duties as assigned.
- Organizes and coordinates activities related to philanthropy and partnerships portfolios
- Supports the development of materials such as proposals, presentations, reports, and acknowledgment letters.

- Acts as back up for Foundation administrative support (e.g., answers phone and email inquiries).
- Handle special projects and perform other duties as assigned.

Qualifications & Core Competencies

- Post-secondary education with knowledge of fundraising, marketing and/or business administration is considered an asset.
- 2 years+ experience in a fundraising or business environment or executive-level administrative support.
- Demonstrated excellent communication skills (verbal and written), interpersonal, and problem-solving skills.
- Strong organizational and project management skills with attention to detail.
- Demonstrated proactive working approach, high degree of initiative, and a growth mindset.
- Ability to handle confidential information with discretion.
- Strong proficiency in Word, Excel, PowerPoint and Outlook.
- Experience with fundraising database software, such as Raiser's Edge, is considered an asset.
- Availability to work outside of normal business hours on occasion.
- Flexibility to assist with assignments and work outside of the core job description.

Salary Range: \$50,000 - \$60,000. Eligibility for merit pay and comprehensive benefits, including Healthcare Ontario Pension Plan enrollment.

Qualified applicants are invited to submit a resume and cover letter by December 5, 2025.

[CLICK HERE TO APPLY](#)

We thank all applicants for their interest; we will contact only those applicants selected for further consideration. Please note that submissions will be reviewed on an ongoing basis, and therefore, early submission is encouraged.

Women's College Hospital Foundation is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Foundation and Hospital community. Accommodation will be provided throughout the hiring process, as required under our Access for People with Disabilities policy. Applicants are asked to make their requirements known in advance.