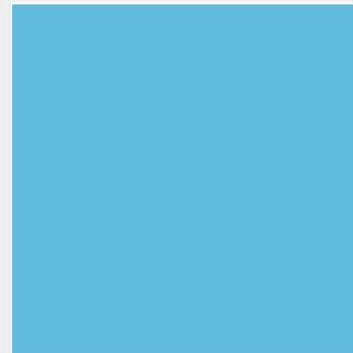




Manager, Development (Principal Gifts)

Position Brief



Manager, Development (Principal Gifts)

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FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of St. Joseph's Healthcare Foundation Hamilton. For more information about this opportunity, please contact **Meredith Roberts** Senior Search Consultant, KCI Search + Talent by email at SJHFManager@kcitalent.com.

To ensure an equitable and inclusive process, KCI staff will respond to all enquiries and will individually review all resumes. All inquiries and applications will be held in strict confidence. Interested candidates should send their resume and letter of interest to the email address listed above by **February 23, 2026**.

St. Joseph's Healthcare Foundation is an equal opportunity employer committed to equity, diversity, and inclusion. We aim to reduce barriers and support accessibility and as such, we will accommodate any needs set out under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code.

This posting is for a current vacancy. Artificial intelligence will not be used to screen resumes or assess candidates in this search.



Manager, Development (Principal Gifts)

St. Joseph's Healthcare Foundation

THE OPPORTUNITY

St. Joseph's Healthcare Foundation Hamilton is in search of an experienced fundraiser with a history of success in major gift fundraising and a passion for healthcare philanthropy to join the team. This is an opportune time to join the Foundation as it raises \$20 million to fund the next phase of the robotic revolution at St. Joseph's Healthcare Hamilton.

Reporting to the Vice-President, Development, the Manager, Development will contribute to the growth of the Principal Giving Program by providing strategic and operational leadership. In addition to personally managing a portfolio of 15-20 major and principal gift donors and donor prospects, the Manager, Development will implement strategies for the identification, cultivation, solicitation, recognition, and stewardship of principal gifts by providing supportive leadership to the President and CEO, Vice-President, Development, Director, Development and selected senior Hospital leadership and volunteers to enable them to successfully move top prospects through the donor cycle. This includes management of the prospect pipeline, coordinating donor meetings and events, preparing correspondence and proposals, maintaining accurate records, and supporting the overall operational needs of the program.

The Manager will be adept at working in a fast-paced environment and is a skilled relationship builder with a strong record of securing six-and seven-figure major gifts, and excellent writing and communication skills. The Manager, Development will inspire donors, colleagues and volunteers, and will work collaboratively throughout the organization to advance and scale the organization's Principal Giving Program. As the Program continues to grow and develop, the position will manage direct reports in the future.

The target hiring salary range for this role is \$90,000 – \$105,000 and includes an industry-leading pension plan (HOOPP) and a comprehensive benefits package, featuring maternity and parental leave top-up, wellness and employee assistance programs, subsidized on-site parking, and an annual professional development budget.

St. Joseph's Healthcare Foundation in Hamilton offers a hybrid work model with three days per week at the Foundation office (224 James Street South, Hamilton) and two days from a home office.

ABOUT ST. JOSEPH'S HEALTHCARE FOUNDATION

At St. Joseph's Healthcare Foundation, we're dedicated to raising funds to support the highest priority needs of St. Joseph's Healthcare Hamilton—an academic health sciences centre committed to exceptional patient care, research and the education and training of healthcare professionals.

For more than 50 years, St. Joseph's Healthcare Foundation has partnered with grateful patients and our community of donors and friends to raise funds that enable our Hospital to deliver the very best care to all those in need while pursuing healthcare research to advance the future of care. It is with this legacy in mind that we embarked on the implementation of our 2023-2028 strategic plan.

We leverage the *Building, Leading, Learning and Caring pillars* of St. Joseph's Healthcare Hamilton's strategic plan, integrate the innovative work of the Research Institute of St. Joe's Hamilton, and remain true to the values of our Founders, the Sisters of St. Joseph of Hamilton. Through our relationship with St. Joseph's Health System, we will strive to bridge the gaps in healthcare funding for our Hospital, foster innovation in care, research, and education and impart how every donation to St. Joseph's Healthcare Foundation inspires hope, supports healing, and fosters new discoveries at our Hospital.

At St. Joseph's Healthcare Foundation, we care about our culture. We believe the talent of our team is our greatest strength, and we are better when we work together. We believe in acting with integrity and kindness and we believe in supporting our employees as people. Our work is meaningful and so are we, and we are building & strengthening a culture of teamwork where the balance of work and life is respected and where we encourage and support one another as individuals.



St. Joseph's Health System

St. Joseph's Healthcare Hamilton is part of the St. Joseph's Health System. When the Sisters of St. Joseph arrived in Hamilton in 1852, they began their work in the freight sheds at the docks in Hamilton, treating the victims of a cholera epidemic, often putting their own lives at risk caring for the sick in a time when health care was a luxury for the few.

Today, the health system encompasses five cities, with over eight thousand staff serving a population of over 2 million, where the Sisters' mission shapes and informs our unique culture, which is the hallmark of our service.

Their legacy lives through each one of our physicians, staff, researchers, learners, donors and volunteers of St. Joseph's Health System (SJHS). SJHS is a sought-after leader in the delivery of integrated care, which is transforming patient care and outcomes.

Mission

A strategic partner in the advancement and transformation of healthcare, we work with our generous community to support excellence in patient care, research, and education at St. Joseph's Healthcare Hamilton and in the communities, we are honoured to serve.

Vision

A leader in healthcare philanthropy in Canada, we empower the mission and vision of St. Joseph's Healthcare Hamilton to create a healthy future for all.

Values

In who we are as a team, in the decisions we make and the work that we do, these values are our guide:

- ✓ Accountability
- ✓ Collaboration
- ✓ Compassion
- ✓ Inclusion
- ✓ Innovation
- ✓ Respect

STRATEGIC PLAN 2023-2028

At St. Joseph's Healthcare Foundation, the 2023-2028 Strategic Plan is focussed on four strategic pillars; proudly sharing our story, building our donor base, advancing the future of healthcare and making every moment matter.



[Click here for information on the pillars of our Strategic Plan.](#)

FUNDRAISING FOR OUR ROBOTIC SURGERY REVOLUTION

The Robotic Surgery Campaign



Fourteen years ago, with the support of our generous community of donors, the Boris Family Centre for Robotic Surgery at St. Joseph's Healthcare Hamilton embarked on a journey to explore the power and the promise of robotic surgery. Today, St. Joe's is an international leader in this innovative field. We're one of only a few hospitals in the country with multiple robotic surgery platforms and our program is the first of its kind

in Canada, where the specialties of Urology, Thoracics, Head and Neck, and Orthopaedics work together to advance the science of robotics for the ultimate benefit of our patients. Now, we're planning for the next phase of the robotic surgery revolution at St. Joe's, and we have launched a \$20 million robotic surgery campaign.

The Robotic Surgery Revolution Campaign will help our hospital to:

- Bring an additional surgical robot to our fleet at St. Joe's so we can double the number of robotic procedures we perform from 370 to 740 per year. This will help to reduce wait times and improve outcomes for the patients we serve.
- Continue to offer robotic surgery to patients living with cancers of the mouth, head, neck, chest, lung, and bladder, and to patients requiring hip and knee replacements.
- Discover new procedures, pursue novel research, and train the robotic surgeons, nurses and technicians of tomorrow, today.



In order to stay on the forefront of this rapidly evolving field, we must continue to push the boundaries of care, discover and test new procedures, and invest in maintaining our leadership. We know there are many more applications for robotic surgery that are not OHIP funded, and still more that have yet to be discovered. That's why we're working with our generous community to raise \$20 million over the next three years to fuel the next phase of our robotic surgery revolution.

OUR PARTNERS



ADDITIONAL INFORMATION

- [About Us](#)
- [Our Hospital](#)
- [Board of Directors](#)
- [Financial Impact Report 2024/20245](#)
- [Audited Financial Statement 2024/2025](#)
- [Foundation Policies](#)
- [St Joseph's Foundation Events](#)
- [Get Involved](#)
- [The Robotic Surgery Campaign at St. Joe's](#)



KEY DUTIES AND RESPONSIBILITIES

Key responsibilities include but are not limited to:

- Work closely with the Vice-President, Development and the Director, Development, serving as a fundraising strategist and an operational leader.
- Develop and enhance strategies for the Principal Giving Program (gifts of \$1 million+), including implementation of consultant (KCI) recommendations.
- Support the President and CEO, Vice-President, Development, Director, Development and selected senior Hospital leadership and volunteers in moving top prospects through the donor cycle. This will involve the preparation of strategies and fundraising materials for calls and follow-up.
- Identify, cultivate, solicit, and steward major and principal gifts, including determining ongoing relationships with prospects/donors; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; assuring that solicitation and stewardship activities are carried out.
- Maintain a personal portfolio of high-value individual prospects and donors to achieve fundraising targets.
- Oversee all proposal development for prospective donors.
- With the support of the communications team, plan and write relevant communication materials for major and principal donors, such as project descriptions, funding proposals, and stewardship updates.
- Prepare strategies and fundraising materials to support clinicians, staff and volunteers in fundraising as required.
- Develop and manage ongoing relationships with prospects and donors and ensure individual cultivation strategies are aligned with donor priorities.
- Maintain the donor database by entering contact reports, briefing notes, updating donor contact information, entering follow-up actions, and key points-of-contact.
- Work closely with the Development Team and Foundation in furthering collective goals.
- Work closely with other areas of the Foundation, including Special Events, Marketing & Communications and Annual Fund to maximize major gift opportunities.
- In future, manage staff, including setting and reviewing individual and team goals, developing plans to ensure success and conducting annual job performance reviews.
- Help advance a team approach to principal gifts to build culture and capacity across the team.

QUALIFICATIONS AND KEY COMPETENCIES

- Progressive experience in major gift fundraising with demonstrated experience to close major gifts at six- and seven-figure commitments.
- A strong work ethic, combining energy, enthusiasm, tenacity, initiative, resourcefulness and solid organization abilities.
- Excellent writing, research, communications, and presentation skills.
- Superior relationship-building skills and commitment to working as a team player.
- Strategic thinking, attention to detail, and strong program management skills.
- A personable, positive, and proactive attitude.
- Comfortable networking, attending events, and connecting with hospital staff.
- Experience coaching, mentoring and supporting others, and the ability to lead and manage a staff team.
- Strong knowledge of Raiser's Edge or similar fundraising software.
- Healthcare philanthropy experience is an asset.
- University degree or college diploma is an asset.

LEADERSHIP BIOGRAPHIES

Dana Visocchi Rice

Vice-President of Development, St. Joseph's Healthcare Foundation



Dana has over 35 years of fundraising experience in the healthcare and educational fundraising industries. A Certified Fund-Raising Executive (CFRE), Dana leads St. Joseph's Healthcare Foundation's Development Team, including principal and major gifts, donor relations, prospect management and research and gift planning programs.

Dana is an active volunteer in the Hamilton community, currently serving as board secretary with Festitalia. She is a past member of the Executive Committee of AHP Golden Horseshoe and National Philanthropy Day Chair and past member of the Executive Committee of the Golden Horseshoe chapter of the Canadian Association of Gift Planners (CAGP).

Sera Filice

President and CEO, St. Joseph's Healthcare Foundation



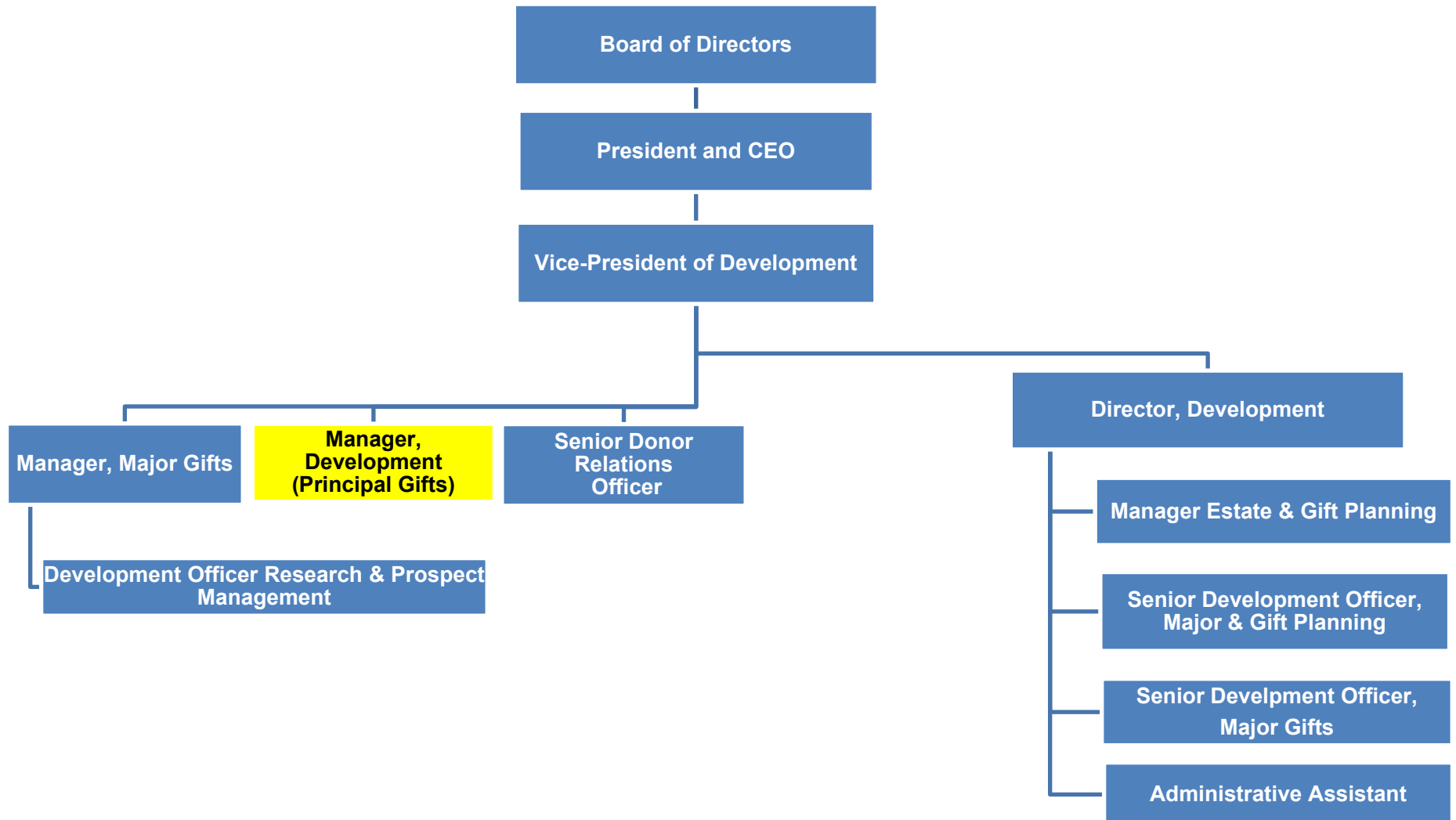
Sera was appointed to the position of President and CEO of St. Joseph's Healthcare Foundation in 2009 and CEO of St. Joseph's Health Centre Foundation in Guelph in 2015.

She is responsible for providing leadership and strategic direction to the diverse fundraising, donor relations, events and communications portfolios of both Foundations. Under her leadership, both Foundations have demonstrated record growth in funds raised and dollars granted to support clinical care, research and education in the regions served by the Hospital and Health Centre.

Prior to joining St. Joseph's, Sera spent thirteen years with the Department of University Advancement at McMaster University, where she held multiple roles. Sera is a proud alumna of McMaster University, earning her Honours B.A., M.A. and MBA there.

Sera completed her Chartered Directors Designation in 2015 through The Directors College (a joint venture of McMaster University and The Conference Board of Canada) and is also a Certified Executive Coach.

ORGANIZATIONAL CHART: St. Joseph's Healthcare Foundation, Development Team



ORGANIZATIONAL CHART: St. Joseph's Healthcare Foundation Hamilton

