

POSITION DESCRIPTION

Position Title: Fundraising Assistant
Department: Foundation
Immediate Manager: Vice President, Major Gifts and Planned Giving and Vice President, Events, Annual and Operations
Contract Term: February 9, 2026 – April 4, 2027
Salary Range: \$44,000 - \$53,059

Position Overview

Nestled in the heart of East Toronto, Michael Garron Hospital (MGH) is a vibrant community teaching hospital serving more than 400,000 people in 22 distinct neighbourhoods. For more than 90 years, MGH has delivered high-quality, patient-centred healthcare services to families along the continuum of care, from welcoming a new life to facing end-of-life. MGH is a full-service hospital with strong community and research partners, including the University of Toronto. MGH is a proud member of East Toronto Health Partners, the Ontario Health Team serving East Toronto.

Reporting to the Vice President, Major Gifts and Planned Giving and the Vice President, Events, Annual and Operations, MGH Foundation is seeking a Fundraising Assistant on a full time, temporary basis. This integral role will support the Stewardship, Planned Giving, Events and Gift Processing teams.

This is a great opportunity to gain experience in a nimble and highly successful fundraising team. The ideal candidate for this role is supremely organized, detail-oriented, and demonstrates an ability to effectively juggle multiple projects simultaneously. The position requires exceptional verbal and written communications skills, interpersonal skills, including the ability to work collaboratively. The incumbent is a strategic thinker and a self-starter.

Primary Responsibilities

- Support the Stewardship Officer with events and mass donor touchpoints like holiday cards, annual reports, etc.
- Assist with events including our Laughter is the Best Medicine gala, Golf Classic and Celebration of Food and Wine.
- Assist the Planned Giving team in the execution of cultivation and stewardship events.
- Support two Vice Presidents with occasional administrative support.

- Support gift processing during surge times.
- Other duties as assigned.

Education

- University degree, or equivalent education and relevant work experience.

Experience

- 1-3 years' experience in an administrative or not-for-profit role.
- Experience in a healthcare setting considered an asset.
- Knowledge of the East Toronto community considered an asset.
- Experience with CRM systems and ideally Raiser's Edge.
- Proficiency in MS Office, Adobe and internet research required.
- Strong work and attendance record is required.
- All employees of MGH Foundation agree to work within the legislated practices of the Occupational Health and Safety Act of Ontario.
- All employees of MGH Foundation are responsible to contribute to a transparent culture of patient and staff safety by adhering to and abiding by patient and staff safety policies and procedures set by MGH Foundation.
- All employees are accountable for protecting the psychological health and safety of themselves and their co-workers through adherence to MGH Foundation's policies and practices.
- We are an equal opportunity employer and we welcome candidates from diverse backgrounds.

The salary range for this role is \$44,000 - \$53,059.

Qualified applicants are invited to submit their résumé and cover letter to clare.olmstead@tehn.ca and mary.cranston@tehn.ca by January 23, 2026. We are **NOT** accepting applications via the Applicant Tracking System.

We will be reviewing packages as they are received; therefore early applications are encouraged. We thank all applicants and advise that only those selected for an interview will be contacted.

Michael Garron Hospital (MGH) champions accessibility, diversity and equal opportunity through the creation of an inclusive and diverse work environment. At Michael Garron Hospital, we strive to be an equitable and inclusive employer. We encourage candidates from Black, First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, people of colour, women, people with disabilities and individuals who identify with the diverse communities that we serve, to join the MGH team.



Through our values of Compassion, Respect, Integrity, Inclusion and Courage, Michael Garron Hospital is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Ontario Human Rights Code (OHRC). Should you require an accommodation at any stage of the recruitment process, please let us know how we can work with you to meet your needs.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.