



Joseph Brant Hospital Foundation
Senior Officer, Development
Permanent, Full-Time

The Opportunity

Joseph Brant Hospital Foundation (JBHF) is seeking a collaborative and dynamic self-starter to serve as our Senior Officer, Development.

Reporting to the Associate Director, Major & Planned Giving, the Senior Officer, Development will support the overall strategic objectives of the Major Gifts program while actively managing a portfolio of 75+ prospects and donors across corporate, sponsorship, foundation, and individual giving.

An experienced fundraiser, these responsibilities are accomplished while actively participating in a fast-paced, team environment. The Senior Officer, Development will act as a champion for ensuring a best-in-class donor experience and excellence in stewardship, while working collaboratively with a passionate, results-oriented, and experienced team of professionals.

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

Demanding, challenging and exciting, this role requires a motivated, energetic, and relationship-oriented individual with a demonstrated track record of successful major gift fundraising.

About Joseph Brant Hospital

Joseph Brant Hospital (JBH) is a full-service, academic community teaching hospital located in Burlington, Ontario, along the picturesque banks of Lake Ontario. It is a modern, state-of-the-art facility that serves residents of Burlington and the surrounding communities of Halton Region, Hamilton, Waterdown, Flamborough, and Stoney Creek.

JBH's skilled staff of 189 physicians, 2,019 full-time and part-time staff and 200 volunteers are committed to providing exemplary care and living the hospital's core values of Compassion, Accountability, Respect and Excellence.

JBH is a Clinical Education site in conjunction with McMaster University and a partner member of the Burlington, Ontario Health Team. It is honoured to be recognized as one of Hamilton Niagara's Top Employers in 2024, the ninth consecutive year.

About Joseph Brant Hospital Foundation

In the decade since the successful completion of the \$60M Our New Era Campaign, the Foundation has continued to build on the community's overwhelming support, raising funds for critical new programs, equipment and technology, including MRI and CT scanners.

The Foundation is currently in the midst of the \$20M For All Minds Campaign to redevelop and expand the Mental Health & Addictions Unit, including the addition of a new Psychiatric Intensive Care Unit, new outpatient clinic spaces, and a Child and Youth Mental Health Day Hospital.

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

- In collaboration with the Development team, support the development, planning and execution of the major & mid-level giving program revenue strategies
- Manage a personal portfolio of 75+ prospects and donors, moving prospects through the donor cycle with a focus on maximizing each donor's journey
- Develop and implement cultivation and stewardship strategies for each prospective and current donor, including regular communication throughout the year
- Prepare proposals, briefing notes and other documents in support of the cultivation, solicitation and stewardship of prospects and donors
- Build upon the prospect list, identifying prospects, determining their capacity and prioritizing them based on the prospect's interest and goals
- Work with colleagues to ensure major gift pledges, renewals and other gift transactions are processed effectively and efficiently
- Maintain accurate, professional and current records, actions and reports, contributing to optimized database integrity (Raisers Edge NXT)
- Partner with colleagues to champion a collaborative team culture, strengthening and elevating each donor's overall experience while ensuring exceptional stewardship
- Maintain a high degree of professionalism, motivation and superior work ethic consistent with the employment philosophy of the Foundation
- Liaise with Foundation and Hospital staff
- Demonstrate a full commitment to JBHF Values and Culture Code to ensure a great donor experience
- Perform other duties as required in furthering the goals of JBHF, including occasional evening and weekend work

Qualifications and Experience Required

- Undergraduate degree or equivalent combination of education and experience
- Minimum 3-5 years of recent major gift fundraising experience
- Demonstrated success in the identification, cultivation, stewardship and direct personal solicitation of major gifts

- The capacity to work effectively and collaboratively with a wide range of internal and external interested parties, build relationships, be articulate and engaging, and motivate prospective donors is essential for this position
- Demonstrated ability to set and achieve ambitious fundraising goals
- Strong interpersonal, communication and presentation skills
- Creative and innovative with a high degree of professionalism and discretion
- Proven ability to think strategically and work independently in driving new initiatives or enhancing existing programs
- Excellent organization and time management skills to meet competing deadlines
- Proficient in Microsoft Office Suite programs and Raiser's Edge fundraising software or an alternate CRM system
- Aligned with JBHF's values

Compensation: Target salary range is \$70,000 - \$80,000

As part of JBHF's culture code and commitment to team well-being, the Foundation offers a hybrid working model, social committee events and activities, flex/lieu time, comprehensive medical and dental benefits, HOOPP pension membership, and more.

Interested candidates should forward their resume and cover letter to: Melissa Perry, Financial & Administrative Coordinator, mperry@josephbranthospital.ca

Closing Date: Friday, March 20, 2026

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.

This position is based in the JBHF offices located in the Halton McMaster Family Health Centre Building at Joseph Brant Hospital, 1245 Lakeshore Road, Burlington, ON.

JBHF thanks all applicants; however, will contact only those selected for an interview