



## WILLIAM OSLER HEALTH SYSTEM FOUNDATION JOB POSTING

**JOB TITLE:** Senior Coordinator - Community Events, Community Giving

**REPORTING TO:** Associate Director, Community Giving

**LOCATION:** Brampton Civic Hospital and Peel Memorial Centre for Integrated Health & Wellness, with travel to Etobicoke General Hospital

### POSITION DESCRIPTION

The Senior Coordinator – Community Events is a dynamic opportunity for a mid-level fundraiser ready to deepen their impact in healthcare philanthropy. Reporting to the Associate Director, this role leads the growth of revenue through engaging community events and strategic partnerships, while playing a key role in shaping and executing third-party peer-to-peer fundraising initiatives. With a strong focus on best practices, and measurable results, the Senior Coordinator helps expand reach, elevate supporter experiences, and drive meaningful philanthropic impact. As a member of the Community Giving team, the individual will also support event execution of Osler’s Signature Events, like Holi Gala, Osler Golf Opens and our new event, the Osler Plate.

### WILLIAM OSLER HEALTH SYSTEM FOUNDATION

William Osler Health System Foundation is embarking on its largest capital campaign to date to fund construction and equipment needs of a new multi-story in-patient tower on the Peel Memorial site.

Set to realize aggressive growth goals to support the expansion objectives of William Osler Health System (Osler), Osler Foundation is known for consistent and atypical success exceeding targets and engaging a new generation of philanthropists, including newcomers to Canada with diverse backgrounds. Osler Foundation builds and fosters relationships in our hospitals and the community to

raise funds to support the clinical priorities at Osler's two acute-care sites: Brampton Civic Hospital and Etobicoke General Hospital, along with Peel Memorial Centre for Integrated Health and Wellness.

Osler Foundation is the fundraising arm of Osler, which serves 1.3 million people in Brampton, Caledon, North Mississauga, Etobicoke, and surrounding areas—one of the fastest-growing and most ethnically diverse regions of Canada. As part of the Osler family, we are committed to providing a fulfilling work environment that inspires our staff to learn, innovate, and grow. Year after year, Osler is proud to be recognized as one of Greater Toronto's Top Employers and Canada's Best Diversity Employers. Osler Foundation is equally committed to supporting our employees through flexible work arrangements, professional development, and a commitment to creating an environment of inclusiveness and belonging. Our team members are highly effective leaders, instructors, and mentors within the philanthropy sector and Association of Healthcare Philanthropists (AHP).

### **RESPONSIBILITIES (INCLUDE BUT ARE NOT LIMITED TO)**

- Actively manage a portfolio of key community partners, ensuring business objectives and revenue goals of the Osler Foundation and the community partner is met
- Participates in the development of strategies for community partnerships and events, including the identification of opportunities for new community event acquisition
- Working with community event organizers to help enhance their events through Osler Foundation's community fundraising channels – including building fundraising pages and website using Foundation platform
- Working collaboratively with the Marketing & Communications team to develop supporting marketing materials for Osler Foundation community partnerships including event toolkit and resources
- Update and maintain donor and sponsor information in Raiser's Edge NXT
- Support revenue generation for signature events through sponsorship outreach and procurement of auction and in-kind contributions, while managing assigned event components to ensure smooth execution and delivery.
- Coordinate cheque presentations with community partners and share brief thank you remarks as needed
- Maintaining positive internal and external relationships amongst our partners
- Helps facilitate internal coordination of fundraising activities (ie. gift in kind program)
- Contributes to an upbeat, flexible, team-oriented, and collaborative work environment.
- Respond to donor walk-ins, emails, correspondence and phone requests regarding Osler Foundation
- Is committed to the Mission of William Osler Health System (Osler) and the Foundation

### **QUALIFICATIONS**

- University Degree, College Diploma or a combination of relevant experience
- 3+ years or more within a fundraising/charitable/not-for profit organization
- Exceptional relationship building and interpersonal skills
- Experience engaging with diverse communities

- Excellent written and oral communication skills, including strong presentation ability
- Results driven, with strong attention to detail and ability to meet deadlines
- Strong organizational and analytical capabilities
- Proven ability to initiate outreach (including cold calls) and build new relationships
- Professionalism, sound judgement and discretion in dealing with confidential and sensitive matters
- Evidence of initiative, diplomacy and creativity
- Demonstrated ability to collaborate with colleagues and volunteers
- Ability to work independently and proactively under pressure
- Strong computer literacy: MS Office Suite, Google Drive and creative software (like Canva, In Design) is an asset
- Experience using online fundraising platforms such as Luminate Online, Raiser's Edge is an asset
- Experience in a healthcare organization is a definite asset
- Holds a current driver's license and has access to a vehicle
- Ability to work flexible hours including some weekends

### WHAT YOU WILL ENJOY

- A comprehensive benefits package including a defined-benefit pension plan (HOOPP), outstanding health/dental benefits, and a generous vacation allowance
- An expected salary range of \$65-\$75K
- The Foundation is working under a weekly hybrid model of work-from-home and in-office
- State-of-the-art accessible facility located close to major highways in Brampton, Ontario
- A dynamic and professional office setting in a hospital environment.
- A highly collaborative team environment with the opportunity to participate in first-in-class fundraising events

### APPLICATION INSTRUCTIONS

Please submit your cover letter and resume by email, as a PDF, addressed to **Sabrina Hazel, Associate Director, Community Giving**, and email to: [sabrina.hazel@williamoslerhs.ca](mailto:sabrina.hazel@williamoslerhs.ca)

**Subject Line: Senior Coordinator – Community Events, Community Giving**

**Deadline: May 8<sup>th</sup>, 2026**

We thank all candidates for their interest. Only those selected for an interview will be contacted. No telephone or walk-in inquiries please.

**All applications are considered confidential.**

Osler values inclusivity and diversity in the workplace. We welcome and encourage applicants from diverse backgrounds. We are committed to providing accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage of the recruitment process, please notify us through your application.

