

Position:	Director, Major Gifts
Department:	OSMH Foundation
Employee Group:	Non-Union
Reports To:	President & Chief Executive Officer, OSMH Foundation
Effective Date:	August 2026

Position Summary

Reporting to the President & Chief Executive Officer (CEO), the Director Major Gifts is accountable for providing leadership, management, execution and evaluation of Major Gift, Legacy Giving and campaign activity at Soldiers'. The incumbent will carry their own portfolio of major donors and prospects, oversee the major gifts team and have responsibility for the identification, cultivation, solicitation, recognition and stewardship of prospects and donors. This position is also responsible for overseeing prospect management, research and communications in addition to providing leadership in development and execution of capital campaigns. The individual will have outstanding individual skills, the ability to lead staff and volunteers

Key Responsibilities

Fundraising & Strategic Planning

- Works closely with the CEO to plan, manage and oversee all major gifts fundraising and campaigns at Soldiers'.
- Develops and manages a portfolio of 100-125 individual and corporate donors (\$10K+) soliciting new and recurring gifts.
- Leads, develops (or re-develops) and launches other revenue-generating programs such as Physician Learners, Physician Engagement, Grateful Patient, Major Gift Pledge Campaign and Donor Motivation Program.
- Develops and regularly updates goals for revenue, donor and prospect pipeline and project completion, in order to evaluate the success of the major giving program.
- Leads the development and production of materials for the cultivation, solicitation and stewardship of major gifts working with internal and external writing and design support.

Prospect and Campaign Management

- Leads development of campaign plans (bridging/future hospital campaign) to include fundraising targets, campaign schedules, funding priorities, cases for support, volunteer management, branding and messaging.
- Initiates development of prospect research to identify and qualify new prospects.

Administration and Human Resource Management

- Motivates, supervises and manages the work of two full time positions (Philanthropy Officer and Donor Stewardship & Planned Giving Coordinator).
- In consultation with the President & CEO annually review and refresh policies and procedures relating to all development activity.
- Manages the Major Gifts budget.

- Provides senior level support to the President & CEO in areas of management, strategic oversight and development of annual operating plans.
- Consistently and convincingly demonstrates to colleagues, volunteers and the public-at-large, the role and importance of philanthropy and the Foundation's vision.

Performs other duties as may be assigned by the direct manager.

Qualifications

Education	• Bachelor's degree in Fundraising, Business, Marketing, Communications, Public Relations, Nonprofit Management, or a related field; or an equivalent combination of education and experience. • CFRE (Certified Fund Raising Executive) designation is considered an asset
Experience	• Minimum 7-10 years of progressive leadership experience • Experience in communications/marketing/fundraising (asset) • Related experience in health care environment preferred
Skills and Traits	• Must be able to meet the physical and emotional responsibilities of the role, including standing and walking for extended periods, frequent and repetitive pushing, pulling, bending, and lifting up to 50 pounds, as well as safely operating equipment. • Ability to meet the physical demands of the position, as outlined in the Physical Demands Analysis (PDA). • Demonstrates proficiency in written and verbal communication, with strong interpersonal and organizational skills. • Provides excellent customer service and contributes positively to teamwork and collaborative working relationships. • Effectively prioritizes workload, adapts to changing priorities, and remains composed in fast-paced or stressful environments. • Works independently with sound judgment, while remaining flexible to meet departmental and organizational needs. • Demonstrates understanding of, and commitment to, equity, diversity, inclusion, and psychological safety. • Upholds professionalism, ethical conduct, confidentiality, and respectful interactions. • Models behaviour aligned with OSMH's mission, vision, and values. • Uses required technology and digital tools effectively and demonstrates a willingness to learn new systems. • Contributes to a culture of safety and continuous improvement by identifying risks, following safe work practices, and supporting quality initiatives. • Demonstrates a commitment to ongoing professional and personal development through continuous learning and reflective practice. <i>Leader Behaviours & Attributes</i> • Leads with integrity, accountability, and alignment to OSMH's values • Builds and supports high-performing, inclusive teams that foster engagement, growth, and wellbeing. • Communicates clearly, respectfully, and transparently to build trust and collaboration. • Drives results through strategic thinking, effective decision-making, and continuous improvement. • Champions change, innovation, and a culture of safety, quality, learning, and psychological safety.

Other

- Demonstrates a commitment to ongoing professional and personal development through participation in continuing education and self-directed learning opportunities

Team Member & Patient Safety

All team members share responsibility for maintaining a safe environment for patients, families, and colleagues. This includes active participation in hospital safety programs, infection prevention practices, and reporting procedures.

Responsibilities include:

- Reporting unsafe conditions.
- Wearing appropriate Personal Protective Equipment (PPE) as required
- Assisting in the reporting and investigation of safety-related incidents.
- Reviewing and following relevant policies and procedures
- Maintaining patient and Hospital confidentiality at all times
- Responding appropriately to emergency codes.
- Participating in quality improvement and safety initiatives, as required.

Physical Demands

The physical demands for this position are outlined in the Physical Demands Analysis (PDA), available through Occupational Health, Safety & Wellbeing (OHSW). Team members are expected to perform duties in alignment with the PDA requirements.

Corporate Values

All team members are expected to demonstrate behaviours consistent with the hospital's mission, vision, and values. This includes fostering respectful and positive relationships, contributing to a safe and supportive workplace, and representing the organization with professionalism and compassion in all interactions.

Engagement

This position requires regular interaction with a variety of individuals both within and outside the organization, supporting collaboration and effective communication.

Internal: Engages with all team members across departments through in-person interactions, phone, and email to support collaboration and ensure the smooth delivery of services.

External: Communicates with key stakeholders, community partners, patients, and families as required, using in-person meetings, phone, and email. Interactions are carried out with professionalism, empathy, and respect, in alignment with the hospital's values and commitment to patient and family centered care

Working Conditions

This position may involve one or more of the following environments: Direct patient care in a clinical setting; professional office environment or a professional office environment within a clinical setting.

Approval and Review

Posting of this job description on OMNI confirms that the appropriate organizational review and approval process has been completed. Orillia Soldiers' Memorial Hospital ("OSMH") reserves the right to change, amend, or discontinue this job description at any time. This document is intended to provide an overview of the role's responsibilities and qualifications and is reviewed at least once every two (2) years, or sooner if there are substantive changes that warrant review through the job evaluation process.