



## **The Position: Community Engagement and Stewardship Officer**

St. Joseph's Health Centre, or St. Joe's Toronto, is a community teaching hospital, affiliated with the University of Toronto, serving the healthcare needs of the city's vibrant west end. Its vision is to advance the health of its community by being Canada's best community teaching health centre. Its people – staff, physicians, volunteers and students – live the vision and values every day and are committed to serving its patients and their local community with compassion and quality personal care.

**St. Joseph's Health Centre Foundation** supports St. Joseph's Health Centre in its tradition of providing quality, caring health services for the southwest Toronto community. The Foundation does this through various fundraising, stewardship and granting activities. Gifts to the Foundation help the Health Centre improve facilities, acquire equipment and support critical continuing education.

St. Joseph's Health Centre Foundation is growing. It has a great community, an outstanding health centre and a campaign that has raised over \$90 million to date to support St. Joe's. It has built a motivated and strong Foundation group and is looking for a few key people to complete our team. You will enjoy a collaborative, successful working environment and peers dedicated to our cause, our donors, our community, and our volunteers.

We seek positive, enthusiastic, detail oriented team players who want to be part of an innovative team. The Community Engagement and Stewardship Officer will be an outstanding team member, strategic thinker, and clear communicator who will enhance our current operations. They will be a committed professional with experience working with volunteers and donors at all levels. They will help build and maintain relationships with donors in our community and Health Centre staff. Knowledge of our Toronto west end community will be a definite asset.

### **The Position:**

Providing excellent, compassionate healthcare, St. Joseph's Health Centre plays an important role in Toronto's west end community. The Community Engagement and Stewardship Officer is responsible for advancing Foundation priorities by recruiting individuals and groups from our diverse communities to serve as volunteers in various capacities. The Officer will need to be able to recruit, train, coach, and motivate people from all walks of life. But a particular focus will be upon recruiting and empowering volunteers who possess significant professional-level abilities and links to specific priority groups within the west-end community. Another key focus will be stewardship, the Officer will be responsible for overseeing our stewardship program.

This includes building a best practice program that delights donors and recognizes their support in appropriate ways.

If you have served in a community-building/organizing capacity with another west-end organization, been a community liaison for an elected official or have other comparable work experience and you can demonstrate a history of successfully recruiting, motivating, and managing volunteers, then we are particularly interested in speaking with you. You will need to be an excellent administrator with high-level skills in record keeping, scheduling, and communications, as well someone with excellent people skills.

The Community Engagement and Stewardship Officer reports to the Foundation Vice President of Development and will provide volunteer management and donor stewardship support to the broader development team.

The position requires the following the ability to:

- Actively and continuously engage with priority west-end communities and build strong relationships with these groups
- Excite people by effectively communicating the Foundation's vision
- Sensitively and effectively coach people with differing interests, motivations, abilities
- Relate to people of various ages, stages of life, beliefs, education, income
- Maintain confidential and privileged information with discretion
- Juggle multiple projects, setting priorities through consultation with key stakeholders
- Focus on project outcomes, identify challenges, and quickly adapt tactics as necessary
- Make decisions and accept the consequences of, and learn from, mistakes
- Create and maintain excellent records
- Use MS Office applications
- Use donor/volunteer relationship management software (such as Raisers Edge)
- Strong team player with a good sense of humour and ability to have fun

If you feel that you would be a great fit for this position, please send in your resume and a covering letter to [hrjob@stjoestoronto.ca](mailto:hrjob@stjoestoronto.ca). We are looking forward to you helping us realize impressive results now and in the years to come!