



Title: Development Officer

Status: Full time

Reports to: VP, Development

St. Joseph's Health Centre Foundation is an innovative fundraising organization committed to connecting with our west end community and supporting St. Joseph's Health Centre's Promise to look after the unique health needs of this wonderful community of half a million. This Promise is rooted in a century-long tradition of community care that was the mission of our founding Sisters of St. Joseph when they first opened our doors in 1921. As we lead up to our 100th Anniversary in 2021, we are renewing our Promise to the west end with a commitment to meeting the care needs of this community.

We have grown in recent years to be a leading community hospital foundation with a strong and engaged board of directors. Last year, we announced reaching a milestone of \$100M raised in our Promise campaign. We are looking for a new member for our team to work closely with our neighbours in support of St. Joe's. Gifts to the Foundation help the Health Centre create new spaces, modernize facilities and buy new equipment.

Planned giving is one of the key growth areas for the Foundation and we are looking for a leader in this area to build and grow a best in class legacy giving program in support of St. Joe's. Our community is our greatest asset and we are looking for someone who knows the west end well. Ideally someone who lives or has lived in our community and is looking to support St. Joe's as an organization that is a pillar in our community, and, ideally, is close to their heart.

If you feel that you would be a great fit for this position, we invite you to apply by Monday, October 5 at 5:00pm via the Unity Health website: <https://unityhealth.to/careers/>

Position:

Reporting to the Vice President, Development, the Development Officer is an integral part of the Development Team, focused on achieving the Foundation's goals and business objectives by supporting the successful execution of the Development plan.

The Development Officer will have a wide range of cross-functional responsibilities including donor cultivation, solicitation, recognition and stewardship activities and supporting volunteers and staff in development activities.

The ideal candidate will support all development activities including researching leadership prospects and preparing presentations, reports, and agendas. They will work with the Development Team in managing prospects, engaging, nurturing and growing new and current funding sources and relationships. They will help manage the donor database, including tracking stewardship activities and provide valuable

administrative assistance to the Development Team. They will work collaboratively with all departments to ensure a spectacular donor experience.

We are looking for someone with a bachelor's degree or equivalent education and someone with at least two years of experience working in an administrative role using databases, project managing, and writing professional communications. Experience with major and planned giving programs preferred, as is experience using Raisers Edge.

KNOWLEDGE/SKILLS REQUIRED:

- Strong knowledge of St. Joe's catchment area – Toronto's west end
- Ability to synthesize and summarize a lot of information while maintaining attention to detail
- Strong organizational and project management skills
- Excellent verbal and written communication skills
- Demonstrated ability to maintain confidential and privileged information with discretion
- Ability to track and manage multiple deadlines, work independently and reliably and be productive and efficient
- Strong interpersonal skills, judgment and professional demeanor
- Ability to manage multiple tasks simultaneously
- Demonstrated ability to move projects forward according to timeline
- Ability to work with groups/teams
- Self-starter with ability to work independently
- Excellent knowledge of all MS Office applications
- Relevant donor software/database experience (such as Raisers Edge)
- Experience working with a diverse group of volunteers
- 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 and foundation, we invite you to apply by 5:00pm Monday, March 2 via the Unity Health website: <https://unityhealth.to/careers/>

Applications will be reviewed on an ongoing basis before the application deadline closes.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.

We are looking forward to you helping us realize impressive results now and in the years to come!