



Title: Community Development Officer

Status: Full time (Flexibility for Part-time Schedule)

Reports to: VP, Community

At the St. Joseph's Health Centre Foundation we are committed to continuing to transform St. Joe's as a leading community hospital that delivers the best care experiences to Toronto's west end. We are guided by our mission to inspire philanthropy from our community and raise the funds needed to support that transformation.

St. Joe's has provided care for millions of people in Toronto's west end for more than a century. Today it is one Canada's busiest community teaching hospitals, looking after a vibrant community of over half a million.

The Foundation has grown in recent years to be a leading community hospital foundation with a strong and engaged board of directors. Following on the success of the recent \$100M+ Promise campaign, the Foundation is launching its most ambitious campaign thus far supporting the largest transformation of St. Joe's in its history. We are looking for energetic and hardworking team members to join our staff and help in this transformation.

Position:

Reporting to the Vice President, Community, the Community Development Officer is an integral part of the team. This role is focused on achieving the Foundation's goals and business objectives by supporting the community fundraising initiatives through the development, recruitment and relationship management with local partners and of a diverse community of volunteers.

Ideally, the Community Officer has roots in and is deeply connected to our west end community. The Officer will work closely with the Community team to support the implementation of the Partnerships and Volunteer plans. This will be accomplished through the successful execution of community fundraising events and initiatives in ways that target key audiences; mobilize the community; build awareness of the Health Centre; and raises critical funds.

A particular focus will be on recruiting and empowering community volunteer groups who possess abilities and links to specific communities within the west-end community. The Officer will also support local business and community organization partnerships in order to meet community revenue goals.

The ideal candidate is a strong relationship builder who likes a challenge and is dedicated to finding opportunities for the Foundation to expand its revenue base. They will be a strategic thinker, clear communicator and strong executer. The Officer will have a strong track record of success including experience working with volunteers.

Roles and Responsibilities:

- Lead and scale key community events, with a particular focus on reaching key audiences
- Oversee a portfolio of local partnerships and their fundraising initiatives

- Support 3rd party community event planning within the portfolio, including: critical path management, volunteer recruitment, participant communications, partner recognition and benefits and data tracking
- Continuously evaluate the partners' satisfaction in order to design expansion opportunities with the goal of increasing or diversifying revenue potential
- Accountable for setting and meeting revenue targets
- Help to expand volunteer engagement and local partnerships to support various areas of the Foundation's work
- Help strengthen volunteer engagement governance through the recruitment, training, coaching and goal setting in order to motivate our community of volunteer committees
- Maintain relationship data for events/partners in CRM database (Raiser's Edge NXT)
- Contributes to Foundation team initiatives, plans and meetings as required

Qualifications:

- At least three years of related experience; fundraising, corporate partnerships, event and volunteer management
- Fundraising experience in health care environment preferred, ideally with experience working on local partnerships and volunteer management
- High level of proficiency with Microsoft Word, Excel and Powerpoint
- Preferred experience working with Raiser's Edge fundraising software
- Outstanding communicator, effective writer and strong team member
- Strategic thinker
- Strong execution skills
- Analytical and problem solving skills
- Exceptionally organized

Salary Range:

\$55,000-\$70,000 * commensurate with experience

If you feel that you would be a great fit for this position and the Foundation, we invite you to apply by 5:00pm (EST) on July 22, 2022 via the Unity Health website at this link: <https://unityhealth.to/careers-at-unity-health-toronto/?JobNumber=900993>

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.