



We are looking for a Fundraising Professional to join our Amazing Team!

Full-time Stewardship/Fundraising and Office Administrator

Carleton Place & District Memorial Hospital Foundation

The Carleton Place & District Memorial Hospital (CPDMH) has a 65 year history of providing exceptional medical care to the area. The CPDMH Foundation was established in 1994 to strengthen the hospital's ability to provide high quality health care for patients. Funds are raised for vital patient care equipment purchases, staff training, student bursaries and upgrades to the hospital facility.

If you have a passion for healthcare fundraising and have a donor-focused philosophy of building effective relationships and inspiring donors to make philanthropic impact through joyful giving, you are the right candidate to join the CPDMH Foundation team.

Reporting directly to the CPDMH Executive Director, the key function of the **Stewardship and Office Administrator** is to provide stewardship and fundraising services including collaborating and assisting with the planning and execution of gratitude initiatives with donors and all aspects of office administration. This position plays a key role in executing donor-centric communications and stewardship activities including:

- Working to continually build on the culture of gratitude and genuine appreciation at the CPDMH Foundation;
- Providing exceptional customer service to our donors from all aspects of recording donor cycle data entries and contacts, processing donations, receipting, writing and coordinating donor recognition with the Foundation staff, Board members and other volunteers;
- Coordinating and supporting logistics for all Stewardship/Fundraising Committee and Foundation Board meetings;
- Providing all aspects of donor administration including preparing bank deposits; and
- Providing administrative and program support to the Foundation team while maintaining the day-to-day office administration functions.

Qualifications, Competencies and Personal Attributes:

- Minimum 3 years' experience in a fundraising environment, preferably in a hospital or health care setting;
- Thorough working knowledge of **Donor Perfect** software or other donation accounting software required and applied knowledge of the Microsoft Office Suite of programs is essential;
- Post-secondary education in Fundraising Management or a related discipline;
- Sound knowledge of fundraising philanthropy and related legislation;
- Excellent written, oral, presentation and communication skills;
- Exceptional and professional customer service skills;
- Strong interpersonal and collaborative skills with the ability to work well with others in a small team environment;
- Ability to learn quickly in a fast-paced environment while using superior organizational, prioritization and time-management skills and the ability to meet multiple/competing priorities;
- Attention to detail with a demonstrated high-quality work ethic;
- Self-initiator with strong problem-solving skills and demonstrated ability to work independently with minimal direction/supervision;
- Must be flexible with regards to hours and work week.

Competitive compensation & benefits package which includes:

- Generous Employee & Family Extended Health and Dental Benefits available
- HOOPP (Healthcare of Ontario Pension Plan) defined pension plan
- EFAP (Employee and Family Assistance Program).

Please visit our website for more details about the Foundation: www.carletonplacehospital.ca

Qualified candidates are invited to submit their resumes no later than **February 15, 2021** to:

Human Resources Department, Carleton Place and District Memorial Hospital

211 Lake Avenue East, Carleton Place, ON, K7C 1J4

Email: jobs@carletonplacehosp.com

All staff will support and promote a culture of patient and family-centered care.

All staff play a role in patient safety and it is an expectation that you will provide safe, high quality patient care and service. This will be achieved by, but not limited to, taking a problem solving approach to your work, using sound judgment, acting appropriately to ensure safety and taking the initiative to improve care and service.

If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.