



POSITION DESCRIPTION

Position Title: Fundraising Assistant
Department: Foundation
Immediate Manager: Vice President, Major Gifts and Planned Giving and Vice President, Events, Annual and Operations
Salary Range: \$42,500 - \$51,250 with the opportunity to progress to \$60,000

Position Overview

Nestled in the heart of East Toronto, Michael Garron Hospital (MGH) is a vibrant community teaching hospital serving more than 400,000 people in 22 distinct neighbourhoods. For more than 90 years, MGH has delivered high-quality, patient-centred healthcare services to families along the continuum of care, from welcoming a new life to facing end-of-life. MGH is a full-service hospital with strong community and research partners, including the University of Toronto. MGH is a proud member of East Toronto Health Partners, the Ontario Health Team serving East Toronto.

Reporting to the Vice President, Major Gifts and Planned Giving and the Vice President, Events, Annual and Operations, the MGH Foundation is seeking a Fundraising Assistant. This integral role will support the various departments and programs within the Foundation including Major Gifts, Stewardship, Gift Processing, and Events.

This is a great opportunity to gain experience in a nimble and highly successful fundraising team. The ideal candidate for this role is supremely organized, detail-oriented, and demonstrates an ability to effectively juggle multiple projects simultaneously. The position requires exceptional verbal and written communications skills, interpersonal skills, including the ability to work collaboratively. The incumbent is a strategic thinker and a self-starter.

Primary Responsibilities

- Support the Stewardship Officer with events and mass donor touchpoints like holiday cards, annual reports, etc.
- Assist the Major Gifts team in preparing for donor meetings
- Assist with events including our Laughter is the Best Medicine gala, Golf Classic and Celebration of Food and Wine
- Assist the Planned Giving team in the execution of cultivation and stewardship events
- Support two Vice Presidents with occasional administrative support



- Support gift processing during surge times
- Other duties as assigned

Education

- University degree, or equivalent education and relevant work experience

Experience

- 1-3 years' experience in an administrative or not-for-profit role
- Experience in a healthcare setting considered an asset
- Knowledge of the East Toronto community considered an asset
- Experience with CRM systems and ideally Raiser's Edge
- Proficiency in MS Office, Adobe and internet research required
- Strong work and attendance record is required
- All employees of MGH Foundation agree to work within the legislated practices of the Occupational Health and Safety Act of Ontario.
- All employees of MGH Foundation are responsible to contribute to a transparent culture of patient and staff safety by adhering to and abiding by patient and staff safety policies and procedures set by MGH Foundation.
- All employees are accountable for protecting the psychological health and safety of themselves and their co-workers through adherence to MGH Foundation's policies and practices
- Vaccines (COVID-19 and others) are a requirement of the job unless you have an exemption pursuant to the Ontario Human Rights Code.
- We are an equal opportunity employer and we welcome candidates from diverse backgrounds.

Qualified applicants are invited to submit their résumé and cover letter to clare.olmstead@tehn.ca and mary.cranston@tehn.ca by June 18, 2024. We will be reviewing packages as they are received, therefore early applications are encouraged. We thank all applicants and advise that only those selected for an interview will be contacted.

Date: May 27, 2024

Manager's Name/Title: Clare Olmstead Vice President, Major Gifts and Planned Giving, Michael Garron Hospital Foundation and Mary Cranston, Vice President, Events, Annual and Operations