



Position: Communications and Donor Relations Officer
Organization: Port Perry Hospital Foundation
Closing: 2021-12-07
Location: Port Perry, Ontario
Website: www.portperryhospitalfoundation.ca
Employment Type: Full-Time
Salary Range: \$52,000.00-\$55,000.00 /year
Comprehensive benefits package

The Organization:

Port Perry Hospital Foundation is committed to raising, managing and distributing revenues from donations to support Lakeridge Health Port Perry capital projects, equipment purchases and programs that have a direct impact on current and future patient care. The Scugog/North Durham community is proudly passionate about its hospital.

Position Description:

As a member of a small, flexible team, the Communications & Donor Relations Officer plays an integral role in all aspects of the day-to-day operation and success of the Foundation. Reporting to the CEO, the Communications & Donor Relations Officer has a significant administrative focus, as well as a wide range of responsibilities that support fundraising success through communications and donor relations.

Duties & Responsibilities:

Administration:

- Using best practices, manage all aspects of the donor management database, including data and gift entry, preparation of queries, reports and mailing lists; develop necessary procedures
- Process donations, issue charitable tax receipts, and manage bank deposits
- Administer the Foundation's memorial program
- Prepare general correspondence, including thank you letters and pledge reminders
- Prepare monthly financial reconciliations and support year-end audit with bookkeeper
- Support CEO with arrangements and preparation for meetings
- Arrange media, cheque presentations, and other photo opportunities
- General reception, office supplies replenishment, petty cash
- Support the preparation of board and committee meeting packages, as needed

Fund Development/Communications/Donor Relations

- Help build and sustain positive relationships with all stakeholders – donors, volunteers, hospital staff and physicians
- Support the development and evaluation of annual fundraising plans
- Help implement the direct marketing program and other annual giving activities
- Maintain updated content on the Foundation's website
- Execute a social media strategy that promotes the foundation, the hospital, and our donors
- Plan and create compelling monthly online e-newsletters
- Design day-to-day fundraising and stewardship materials

- Support the development of compelling proposals
- Administer the donor recognition program including tracking in Raisers Edge, updating the Foundation's donor walls
- Assist in the coordination of donor cultivation, fundraising, & donor recognition events
- Promote and support partnership and 3rd party events, including but not limited to peer to peer pledge programs
- Represent PPHF at Lakeridge Health communications group meetings
- Occasionally represent PPHF at community presentations and events

Other

- Lead projects, as appropriate
- Provide back-up to CEO as required
- Perform other duties as required

Qualifications:

- Post-secondary diploma, degree and/or equivalent experience in Fund Development, Communications/Public Relations, and Administration
- Five years minimum experience in fund development and/or communications, preferably in a not-for-profit environment
- Experience and aptitude with donor management systems, ideally Raisers Edge
- Excellent oral and written communication skills
- Proficient in the Microsoft office suite of products
- Experience with website, canva and adobe is an asset

Qualities:

- Commitment to the mission and goals of Port Perry Hospital Foundation
- Ability to work alone and as part of a team
- A flexible attitude and keen willingness to step in and help with all functions of the Foundation
- Strong organizational skills - able to set priorities, develop a work schedule, monitor progress.
- An outgoing demeanor, personable nature
- A growth mindset and attunement to continuous improvement
- Demonstrated tact and diplomacy in dealing with all stakeholders
- Commitment to maintaining a high level of confidentiality

WORKING CONDITIONS:

- Work environment is currently a balance between the Lakeridge Health Port Perry office and work from home; return to office fulltime may be expected at a future date
- Must be able to lift up to 30lbs
- A valid Driver's License and access to a reliable insured vehicle is required
- Criminal records check, vulnerable sector screening check, and TB test required
- Fully vaccinated against COVID-19 in accordance with PPHF's policy
- Light travel required for banking, events, meetings; Some weekend and evening work

How to Apply:

Please send resume and cover letter, *including home address*, to the attention of Rachel Agnoluzzi, CEO at ragnoluzzi@lh.ca. Only candidates selected for an interview will be contacted.

To be considered, candidates must be fully vaccinated against COVID-19, and be physically able to attend the office location in Port Perry.