



Job Posting Fundraising Events Officer (Maternity Leave Contract)

About Children's Health Foundation

Children's Health Foundation believes that children and their families in Western Ontario deserve the best possible care and the most possible hope when faced with a serious health issue. The Foundation calls on caring people to help strengthen and transform the health care experience in our region. Donations fund cutting-edge equipment, care enhancing programs and ground-breaking paediatric research at Children's Hospital in London, TVCC (formerly Thames Valley Children's Centre) and Children's Health Research Institute. The Foundation ensures better childhoods for kids facing challenges and serious health issues and hope, relief and support for those who love them. Donations to Children's Health Foundation impact more than 56,000 children each year, across Western Ontario, from Windsor to London and Kitchener-Waterloo, and north to Thunder Bay and beyond.

Children's Health Foundation is committed to building excellence, transparency, and accountability in all areas, including governance, finances, fundraising, staff management and volunteer involvement.

About the Opportunity/The Role

A dynamic and supportive group, the team at Children's Health Foundation is seeking a self-starter with strong communication skills and a passion for inspiring support in our region for children and families facing serious health issues.

Reporting to the Director, Community Relations and Children's Miracle Network, the Fundraising Events Officer will be responsible for the event management of the Foundation's signature events. The ideal candidate will be personally aligned with the Foundation's values of Gratitude, Respect, Excellence, Authenticity, and Trust. Specifically, they will be

- highly motivated with a superb work ethic and able to work independently and as part of a team.
- thorough, accurate and pay attention to detail in all aspects of their work.
- able to build strong relationships and have exceptional communication skills, a tactful and diplomatic communicator both verbally and in written word.
- organized with strong analytical skills, creativity, and excellent time management abilities.

Ideal Candidate Profile:

- Graduate of a post-secondary program in event, communications, fundraising, public relations, or related field or equivalent experience.
- A minimum of 1-3 years of related work experience, preferably in a non-profit fundraising or event planning environment.
- Strong organizational, interpersonal and communication skills.
- In-depth knowledge of Windows, Microsoft Office (Excel, Word).
- Experience with Raiser's Edge (or other fundraising database) is highly desirable.
- A CFRE designation is an asset.

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Key Responsibilities and Accountabilities:

- Event Management
 - Facilitates events to provide a seamless guest experience and support event logistics internally and/or in partnership with our event management contractor.
 - Supports signature event volunteers (work teams and casual volunteers) and their activities in preparation for events.
- Account and Relationship Management
 - Manages a portfolio of Foundation donors and potential donors, as assigned, building, and maintaining strong relationships with them through engagement, cultivation, solicitation and stewardship.
- Collaborates with the Marketing & Communications department to develop strategic and appealing fundraising materials for stakeholders.

Requirements:

- Evening and weekend work is required.
- Regional travel is required, the incumbent must have access to transportation and use of a vehicle.
- It is anticipated that this position will operate primarily from the Foundation offices or an agreed-upon combination of office and home office activity.
- There is some physical labour involved in transporting boxes of materials to presentations and/or events. The ability to lift 11 kg (25 pounds) is necessary.
- All Foundation staff are required to be fully vaccinated against COVID-19 unless they have a valid medical exemption.
- Vulnerable Sector and Criminal Record Checks are requirements of employment.

Salary Range

The Fundraising Events Officer's annual salary range is between \$55,000 to \$75,000.

This position is eligible for extended health and dental coverage.

You are invited to submit a confidential letter of application and resume to careers@childhealth.ca by February 2, 2024. Please quote "Fundraising Events Officer" in the subject line.

It is Children's Health Foundation policy to comply with all applicable laws and regulations which prohibit unlawful discrimination because of race, religion, creed, colour, national origin, sex, sexual orientation, age, disability, marital status, or any other protected class.

No phone calls, please. While we wish to acknowledge all candidates, only those selected for an interview will be contacted.