



# Job Posting

## Executive Assistant, Philanthropy

### Career Opportunity

#### 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 healthcare 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 Vice President of Philanthropy, the Executive Assistant Philanthropy will be responsible for providing executive-level administrative support and assistance to ensure the efficiency and effectiveness of the departments reporting to the VP. 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:

- University degree, or post-secondary diploma ideally with business, administrative courses or the equivalent combination of education and work experience in the healthcare or non-profit sector.
- A minimum of (5) five years of senior administrative and secretarial experience.
- Experience within the non-profit sector and working with volunteers.
- Advanced knowledge of Microsoft Office Suite.
- An organized individual with strong analytical skills, attention to detail, creativity, and excellent time management abilities.
- Exceptional communications skills; a tactful and diplomatic communicator and strong writer.
- Strong interpersonal skills and ability to build relationships with a variety of stakeholders.

## Executive Assistant, Philanthropy

- Project and time management skills within the context of competing demands as well as time and financial limitations.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability and ability to think strategically.
- Evidence of leadership, both formal and informal and a proven ability to motivate and manage others.
- Strong skills in financial management including budgeting, reporting, and monitoring.
- Familiarity with Raiser's Edge and database management skills is highly desirable.

### Key Responsibilities and Accountabilities:

- Ensures the VP, Philanthropy can function effectively by bringing a high level of professionalism, organization, attention to detail, diplomacy, discretion, pro-active anticipation of needs, exceptional communication abilities, teamwork, and leadership to the role.
- Provides administrative support for the VP, Philanthropy including that related to campaigns and committees, coordinating, managing and organizing logistics (agendas, minutes, materials, venue, catering, technology, etc.)
- Assists Philanthropy officers by giving minimal guidance, directing or providing functional guidance regarding detailed work, or serving as a channel through which work is directed or checked.
- Ensures strong relationships with peers at Children's Hospital, London Health Sciences Centre, Children's Health Research Institute and TVCC.
- Acts as the designated backup for the Executive Assistant, CEO.

### Requirements:

- The nature of the role requires regular work outside of traditional office hours because of attendance at community and Foundation events.
- 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.
- All Foundation staff are required to be fully vaccinated against COVID-19 unless they have a valid medical exemption.
- There is some physical labour involved in transporting boxes of materials to fundraising events. The ability to lift 11 kg (25 pounds) is necessary.
- Vulnerable Sector and Criminal Record Checks are requirements of employment.

### Salary Range

The Executive Assistant's annual salary range is between \$55,000 to \$75,000.

You are invited to submit a confidential letter of application and resume to [careers@childhealth.ca](mailto:careers@childhealth.ca) by March 22, 2024. Please quote "Executive Assistant Philanthropy" 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 or 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.