



Job Posting

Community Relations Associate

(Maternity Leave Contract to March 13, 2026)

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 80,000 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 & Events, the Community Relations Associate, in collaboration with leadership staff, is primarily responsible for coordinating and executing a variety of events, including partner and third-party events, and overseeing a portfolio of Children's Miracle Network corporate accounts. 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 fundraising, volunteer administration or community development preferred
- Demonstrated experience with planning and implementing fundraising activities, specifically special events
- Strong organizational skills with the ability to manage competing priorities
- Experience in building and maintaining meaningful relationships with stakeholders and community members

Community Relations Associate Posting

- Excellent facilitation skills for working with volunteers
- Analytical and problem-solving skills to assess opportunities for improvement
- Demonstrated strong verbal and written communication skills
- Proficiency in Microsoft Office Suite
- Collaborative team worker and problem solver
- Familiarity with Raiser's Edge/NXT/database is an asset
- A CFRE designation is an asset

Key Responsibilities and Accountabilities:

40% Event Planning and Implementation

- Supports community members and organizations to successfully hold third party and partner events, with proceeds going to Children's Health Foundation
- Works with key stakeholders, including staff and volunteer committees, to effectively deliver high-quality events to target audiences.

60% Account and Relationship Management

- Build corporate partnerships, through securing sponsorship and proposing corporate giving opportunities and ensuring sponsors are recognized and commitments are fulfilled
- Act as point of contact for matters specific to assigned Children's Miracle Network corporate partners and/or programs and events, building and maintaining strong relationships with key stakeholders within each partner or program
- Stewards stakeholders to ensure continued support

Requirements

- The nature of the work is such that regular evening and weekend work is required for attendance at Foundation events on approval of the supervisor.
- All Foundation staff are required to be fully vaccinated against COVID-19 unless they have a valid medical exemption.
- A Criminal Record Check and Vulnerable Sector Check are requirements of employment.
- This position offers a combination of being office-based and working remotely.
- Travel is required; the incumbent must have access to transportation and use of a vehicle.
- There is some physical labour involved in transporting boxes of materials to fundraising events. The ability to lift 11 kg (25 pounds) is necessary.

Salary Range

The Community Relations Associate's annual salary range is between \$45,000 to \$65,000.

This contract has the potential to extend beyond March 2026 and is eligible for extended health and dental coverage.

Community Relations Associate Posting

You are invited to submit a confidential letter of application and resume to careers@childhealth.ca by Friday, January 31, 2025. Please quote "Community Relations Associate" 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.