



Job Posting Community Relations & Sponsorship Officer

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

A dynamic and supportive group, the team at Children's Health Foundation is seeking self-starters 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 Officer will play a vital role in advancing the mission of the Children's Health Foundation by developing and managing strategic relationships with sponsors and community partners. This role is responsible for driving and stewarding donor relationships to enhance engagement as well as the Foundation's visibility and support.

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 communications 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

- A university degree or post-secondary diploma in fundraising, communications, business sales, or a related field is preferred; however, equivalent experience in corporate fundraising, sponsorship, or sales—particularly with a proven ability to build and maintain donor relationships—will be considered.
- Proven success in identifying, qualifying, and engaging corporate prospects for partnership and sponsorship opportunities.
- Experience in using analytical tools and metrics to assess fundraising performance and guide strategy.
- Experience in implementing corporate partner activation strategies and fulfilling sponsorship obligations.
- Proficiency with Microsoft Office Suite.

Community Relations & Sponsorship Officer

- A CFRE designation is an asset.
- Familiarity with Raiser's Edge/NXT and database management skills is highly desirable.

Key Responsibilities and Accountabilities:

- Develop and implement fundraising strategies for identifying, engaging, cultivating, soliciting, and stewarding sponsor and donor prospects, actively participating in prospect management systems to secure new sponsorship and community leads.
- Manage a portfolio of corporate donors, community events, and prospects, serving as the primary contact. A typical portfolio consists of up to 100 accounts.

Requirements

- Travel is required; the incumbent must possess a valid driver's license and have access to transportation and use of a vehicle.
- The nature of the role is such that regular evening and weekend work is required, and attendance at Foundation events is required with the approval of the supervisor.
- It is anticipated this position will operate primarily from the Children's Health Foundation offices or an agreed upon combination of office and home office activity.
- Vulnerable Sector and Criminal Record Checks are requirements of employment.

Salary Range

The 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 by December 12, 2025. Please quote Community Relations & Sponsorship 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 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.