Job Posting
Community Relations Associate

About Children's Health Foundation

For children and families across Western Ontario who are facing health challenges, Children's Health Foundation is the trusted partner in transforming and strengthening children's health care experiences - ensuring the best possible care and the most possible hope for every child and loved one.

Founded in 1922, Children's Health Foundation raises funds to support the most urgent needs in children's health across Ontario. Through the generosity of donors, the Foundation invests in world-class equipment, groundbreaking research, specialized programs, and education at Children's Hospital, TVCC, and Children's Health Research Institute (CHRI). These investments help ensure that children facing life-threatening or life-limiting conditions receive the best possible care while providing hope, relief, and support to the families who are with them every step of the way. Donations to Children's Health Foundation impact more than 70,000 children each year, from Windsor to Kitchener, 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 will be responsible for building, supporting, and stewarding relationships with community members, partners, and organizations that host independent 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 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:

- 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
- 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
- A CFRE designation is an asset
- Raiser's Edge/NXT/database experience is an asset

Key Responsibilities and Accountabilities:

- Event Planning and Implementation
    - Supports community members and organizations to successfully hold third party events, where proceeds are going to Children's Health Foundation.
    - Works closely with organizations and committees to facilitate successful partnership events supporting Children's Health Foundation.
- Account and Relationship Management
    - Acts as point of contact for matters specific to assigned programs and events, building and maintaining strong relationships with key stakeholders within each partner or program
    - Stewards stakeholders to ensure continued support
- Collaborates with the Marketing & Communications department to develop strategic and appealing fundraising materials for stakeholders

Requirements:

- The nature of the work is such that regular evening, and weekend work may be required for attendance at Foundation events on approval of the supervisor.
- A Vulnerable Sector Check is a requirement of employment.
- Local and regional 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.

Salary Range

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

This is a replacement position, and eligible for extended health and dental coverage.

You are invited to submit a confidential letter of application and resume to careers@childhealth.ca by November 13, 2026. Please quote "CRE 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.

Artificial Intelligence will not be used in the screening, assessment, or selection of applicants.