

Development Coordinator, Campaign

Full-Time Permanent

THE OPPORTUNITY:

Are you the individual known for your keen analytical acumen, consistently delving into intricate details and identifying opportunities for advancement and process improvement? Your reputation precedes you as someone who excels in investigation, demonstrating resourcefulness and independence when needed, while also seamlessly transitioning into a collaborative and mission-focused team player. Can your past managers attest to your ability to navigate challenges with a positive can-do attitude, making you an invaluable asset to any team?

Are you adept at synthesizing information from various sources, constructing cohesive narratives, and summarizing key points in a timely and efficient manner? Are your database skills, particularly in Raiser's Edge and AI platforms, not just proficient but above average? Beyond technical skills, are you recognized for your resourcefulness and ability to form strong partnerships within a team to achieve new heights?

If this resonates with you, if you can see yourself bringing your unique blend of analytical skills, collaborative spirit and positive attitude to the London Health Sciences Foundation (LHSF) team, we invite you to apply for the position of **Development Coordinator, Campaign**.

At LHSF, we want applicants to envision themselves as an integral and deeply valued part of the team. In this exciting role, you will contribute significantly to research and campaign-related initiatives alongside the **Campaign Director**. Picture yourself playing a pivotal role in conducting research and Campaign Reporting to enhance the organization's fundraising capabilities, showcasing your analytical prowess and strategic thinking.

At LHSF, collaboration is at the heart of our values, and we prioritize a thoughtful and team-oriented approach. Your ability to work harmoniously with colleagues will be instrumental in achieving success in our mission to support a world-class health sciences center committed to caring and innovating for the world.

We invite you to join us in making a meaningful impact on healthcare and contributing to the success of our dynamic and high-energy team. Your passion and skills will play a vital role in shaping the future of healthcare philanthropy at LHSF.

Reports To:

Campaign Director

Key Functional Relationships:**Works with:**

- Senior Leadership Team
- Development Team
- Campaign Team
- Donor Experience Team
- Marketing and Communications Team
- Finance Team and IT Team

Contacts:

- Donors and Prospects
- Volunteers
- Hospital and Foundation colleagues

Skills/Experience/Qualifications:

- Post-secondary diploma or degree in a related field preferred. Additional studies in fundraising an asset.
- Minimum 3 – 5 years of experience
- Demonstrated research skills with the ability to interpret, analyze, and summarize biographical and complex financial data.
- Exceptional verbal and written communication skills with excellent interpersonal skills.
- Proficient in the use of Microsoft corporate productivity tools, as well as Raiser's Edge or other donor database management systems.
- Knowledge and utilization of AI tools and research platforms.
- An innovative, creative thinker with the ability to handle matters of a sensitive and confidential nature.
- Ability to demonstrate confidence and respectful communication in managing expectations of a wide range of stakeholders.
- Self-starter with a bias for action; solutions oriented; has the ability to plan, organize and prioritize work while handling multiple tasks and interruptions.
- Demonstrated ability to manage multiple tasks simultaneously. Excellent organizational skills and demonstrated ability to prioritize multiple and changing demands.
- Proven ability to exercise diplomacy and good judgment.
- Exemplary attention to detail with excellent planning, organizational and time management skills.
- Ability to work as part of a fundraising organization with a passion for the mission of London Health Sciences Foundation.
- Ability to maintain confidentiality.

Functions / Duties (*not in priority order or percentage of time*):

- Supports the proper planning, preparation and execution of Campaign strategies and tactics.
- Supports the Campaign Director and helps to manage the prospect database including tracking assignments and follow up.
- Prepares, coordinates and maintains Campaign correspondences including Campaign reports and presentations.
- Assists in the development and distribution of Campaign metrics to ensure accuracy and integrity of data.
- Provides regular status updates and reports to the Campaign Director on matters and metrics related to Campaign.
- Supports the administrative duties related to Campaign.
- Oversees and participates in the preparation of detailed and up-to-date research briefings on prospects and/or groups of prospects for development staff, executive team and LHSC partners, in advance of calls and events in order to obtain optimal outcomes.
- Devise strategies for identifying new prospects in order to ensure the ongoing development, expansion and renewal of the prospect base.
- Assist in matching prospect/donor interest to fundraising priorities.
- Proactively monitor various news and media outlets, events, trends and issues that impact the Foundation's fundraising strategies and philanthropic environment and assists in developing prospect pipelines for specific projects.
- Other projects to support the work of Campaign and the Foundation as required.

Other Responsibilities:

- Act as an Ambassador throughout the Community, positively representing the Hospital and the Foundation.
- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect.
- Other duties as assigned from time to time in order to meet the overall goals and objectives of the London Health Sciences Foundation.
- Abide by the policies and procedures of the LHSF and LHSC.
- Abide by the Occupational Health and Safety Act, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Operates within culture and core values of the organization.
- Requires up-to-date vaccinations, inclusive of COVID-19 vaccination.

To apply for this position please submit a resume and cover letter detailing your experience to Nancy Foran, Executive Assistant, nancy.foran@lhsc.on.ca

DEADLINE TO APPLY: Monday, February 12, 2024

ABOUT LONDON HEALTH SCIENCES FOUNDATION (LHSF)

As the charitable arm of London Health Sciences Centre (LHSC), we at London Health Sciences Foundation (LHSF) strive to enhance the standard of care for patients at our hospital. With your generosity, we support the development of critical initiatives such as ground-breaking research, state-of-the-art equipment, specialized care with personalized treatment options and the education of our next generation of clinicians.

It is through the hope and kindness of our donors that the health and lives of patients at LHSC are impacted, today and tomorrow. We are committed to honouring your compassion with acts of gratitude, stewarding with respect and reporting with honesty, transparency and accountability.

On behalf of LHSC, the communities it serves, and the individuals whose lives are impacted by its work, we:

- **Nurture** kindness and empathy with initiatives that help those in need, today and tomorrow.
- **Champion** gratefulness with legacy choices and commitments that can transform lives.
- **Inspire** optimism with meaningful relationships and creative partnerships.
- **Serve** as trusted stewards committed to responsible, respectful cultivation and engagement of our donor community through accountability, reporting, acts of gratitude and milestone celebrations.

Our Beliefs

You are the difference.

Your hope creates possibilities. Your compassion generates strength. Your commitment builds resilience. Because you believe, others thrive.

Making a difference for another person is both noble and joy filled.

It matters deeply.

We honour your kindness and empathy...

With initiatives to help those in need, today and tomorrow.

We fulfill your gratefulness...

With legacy choices and commitments that can transform lives.

We celebrate your optimism...

With meaningful relationships and creative partnerships that prove there are no boundaries to what can happen next.

But it's you – your heart and spirit – who creates the dignity, the support and the love that enriches the lives of your family, your friends, your neighbours and your community.

You choose to care.

We're here to serve that choice and the powerful difference it will make.