

Development Officer, Events & Community Engagement (14-Month Maternity Leave Contract)

THE OPPORTUNITY:

Are you someone who thrives on planning fundraising events? Are you excited by the idea of using your peer-to-peer fundraising knowledge to increase online participation and revenue as well as empower a portfolio of fundraisers and volunteers? Do you have a passion for helping others in your community? Are you a go-getter who is detail-oriented, collaborative and has experience working alongside external committees? If so, London Health Sciences Foundation (LHSF) is looking for you.

The **Development Officer, Events and Community Engagement** will be a dynamic, energetic and experienced individual who is able to build strong relationships and expand our organization's reach to raise much-needed funds for patients and families at London Health Sciences Centre (LHSC). Reporting to LHSF's Director, Events and Community Engagement, the Development Officer, Events and Community Engagement will actively seek and assist volunteer committees, providing event direction as well as a full range of support including the development of graphics for email, web, sponsorship and marketing materials.

The Development Officer, Events and Community Engagement can seamlessly manage in-person and online events, working closely with the Marketing and Communication team, among others at LHSF in a cross-functional manner. The Development Officer, Events and Community Engagement is passionate, confident, enthusiastic, engaged, and eager to work as part of a team committed to delivering professional event support to help enrich the lives of others, today and tomorrow.

REPORTS TO: Director, Events & Community Engagement

IDEAL CANDIDATE PROFILE:

Skills / Experience / Qualifications:

- Post-secondary education, diploma or undergraduate degree required, in a related field and/or equivalent experience
- Minimum three (3) years of experience in one or more of the following areas - fundraising, event management, P2P fundraising
- Demonstrated experience working with online fundraising tools and social media networks is essential
- Demonstrated experience with budget forecasting and tracking
- Demonstrated experience working with and managing volunteer committees
- Ability to easily and accurately present thoughts and ideas to committees
- Demonstrated experience in content creation
- Demonstrated experience in digital marketing including social media and email campaign/management
- Experience using graphic design software such as Canva an asset
- Demonstrated proficiency with computer programs such as Office 365 applications. Working knowledge of Raiser's Edge and Donor Drive an asset
- Strong interpersonal and relationship building skills and the ability to work in a respectful, cooperative team environment
- Effective time management, organization skills and the ability to

- manage multiple tasks with similar deadlines without compromising quality or accuracy
- Strong verbal and written communications skills
- Demonstrated ability to work as a team player and exercise sound judgment with volunteers, staff, suppliers and the general public.
- Willingness to work non-traditional hours

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

- Provides direction and support for community groups, families, or individuals interested in organizing an event in support of LHSC
- Establishes, develops and maintains relationships with key stakeholders including potential partners, retailers, event participants and volunteers
- Serves as a liaison between London Health Sciences Centre Departments/Programs and volunteer groups/individuals wishing to fundraise for LHSC
- Collaborates with volunteers to plan and execute a variety of events, ensuring alignment of goals and effectiveness of planning and delivery. Appreciates the differences between volunteer-driven and staff-driven events and adapts style accordingly
- Champions peer-to-peer and fundraising best practices to increase participation and event revenue
- Develops and executes email marketing campaigns for select events
- Assists in the development of a yearly business plan and budget
- Engages with the development team on the identification and cultivation of grateful patient referrals
- Develops critical paths, timelines and checklists for events and ensures deadlines are met
- Develops a wide variety of content for social channels and Donor Drive sites
- Proactively tracks peer-to-peer trends to find new opportunities to enhance the events portfolio
- Liaises with Donor Experience team to ensure that events are provided with appropriate recognition and stewardship

Other Responsibilities:

- Works as a team player promoting a positive and professional work environment.
- Conducts role with integrity and respect.
- Acts as an ambassador within community representing the Hospital and Foundation.
- Abides by the policies and procedures of the LHSF and LHSC.
- You will need to provide documentation of completed COVID vaccine series prior to starting your employment with LHSF.
- Abides by the *Occupational Health and Safety Act*
- Other duties as assigned in order to meet the overall goals and objectives of the LHSF.

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: 5:00 pm on Wednesday December 11th.

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.