

Development Officer, Events & Community Engagement

THE OPPORTUNITY:

Are you someone who thrives on supporting community-led fundraising events and campaigns? Do you enjoy working with volunteer committees, community organizers and hospital partners to help bring fundraising ideas to life? Are you comfortable guiding others through the steps of planning a fundraiser, while also supporting peer-to-peer campaigns, fundraising sites and email communications? Are you a go-getter who is organized, detail-oriented, collaborative and passionate about helping others in your community? If so, London Health Sciences Foundation (LHSF) is looking for you.

The **Development Officer, Events & Community Engagement** will be a relationship-focused fundraising professional who supports a diverse portfolio of community fundraising initiatives ranging from grassroots fundraisers to large-scale community events, peer-to-peer campaigns and standalone fundraising initiatives.

Working collaboratively across LHSF and LHSC, the Development Officer, Events & Community Engagement, will build strong relationships with community organizers, volunteers, hospital program staff and physicians, donors, sponsors, vendors and internal Foundation teams. The successful candidate will be organized, collaborative, confident and comfortable balancing multiple events and campaigns while providing a high level of support to community fundraisers.

REPORTS TO: Director, Events & Community Engagement

Key Functional Relationships/Works With:

Works with:

- Internal LHSF Teams
- Community Event Organizers, Volunteers and Fundraising Participants
- Donors, Sponsors and Community Partners
- Vendors and Suppliers
- Hospital Staff and Physicians

Skills / Experience / Qualifications

- Post-secondary diploma or undergraduate degree in event management, fundraising, nonprofit management or a related field, and/or an equivalent combination of education and experience.

- Minimum three (3) years of experience in fundraising, community events, event management, peer-to-peer fundraising or a related field.
- Demonstrated experience supporting community-led or third-party fundraising initiatives and working with volunteers or volunteer committees.
- Strong relationship-building and interpersonal skills, with the ability to work effectively with community organizers, donors, hospital partners, sponsors and internal teams.
- Strong project management, organizational and time-management skills, with the ability to manage multiple events and campaigns with competing deadlines.
- Demonstrated experience with online fundraising platforms and developing fundraising content, including fundraising webpages and email communications.
- Experience with event or fundraising budgets, financial tracking and reconciliation.
- Strong written and verbal communication skills, sound judgment and attention to detail.
- Demonstrated proficiency with Microsoft Office 365. Experience with Blackbaud NXT, DonorDrive, Campaign Monitor, Canva or similar fundraising, email marketing and content development platforms is considered an asset.
- Willingness and ability to work occasional evenings and weekends in support of community fundraising activities and events.

Functions / Duties

Not in priority order or percentage of time.

Community Fundraising & Relationship Support

- Support a portfolio of community-led fundraising initiatives, including grassroots fundraisers, large-scale events, peer-to-peer campaigns and standalone fundraising campaigns.
- Serve as a primary point of contact for community organizers and volunteer committees, providing guidance, resources and fundraising best practices throughout the planning and execution of their initiatives.
- Build and maintain strong relationships with community fundraisers, volunteers, donors, sponsors, vendors, hospital program staff and physicians.
- Coordinate Foundation involvement in community fundraising initiatives, including event attendance, speaking opportunities, recognition, cheque presentations and stewardship activities.

Peer-to-Peer & Digital Fundraising

- Support peer-to-peer and online fundraising campaigns, including fundraising site development, participant communications, email campaigns and fundraising content.

- Provide guidance to organizers on Foundation processes and requirements related to donations, sponsorship, tax receipting, gaming, insurance, branding and other applicable policies.

Administration & Collaboration

- Work collaboratively with LHSF's Development, Marketing, Finance and Donor Experience teams, as well as LHSC program staff and physicians, to coordinate support for community fundraising initiatives.
- Support the financial administration of assigned fundraising initiatives, including revenue and expense tracking, invoices, sponsorship payments, reconciliation and reporting.
- Develop and maintain timelines, critical paths, planning documents and accurate records for assigned events and campaigns.
- Identify opportunities to strengthen existing community fundraising initiatives and support annual planning, budgeting, forecasting and portfolio growth.

Other Responsibilities

- Act as an ambassador throughout the community, positively representing LHSC and LHSF.
- Work collaboratively as part of the LHSF team and contribute to a positive and professional work environment.
- Conduct all responsibilities with integrity, professionalism and respect.
- Maintain confidentiality and appropriately handle sensitive donor, patient and organizational information.
- Adhere to LHSF and LHSC policies, procedures and applicable health and safety requirements.
- Perform other duties as assigned in support of the overall goals and objectives of LHSF.

Salary Range: \$30.76 - \$43.58

To apply for this position, please submit a resume and cover letter detailing your experience to Tracy Manchen, Executive Assistant, tracy.manchen@lhsc.on.ca

DEADLINE TO APPLY: October 16, 2026

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.