

## Development Officer, Community Events

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We believe people deserve care that is above and beyond the standard. We believe in *caring for you* and *innovating for the world*.

**This is why we inspire investment in excellence at London Health Sciences Centre (LHSC).** London Health Sciences Foundation (LHSF) has embarked on a fundraising campaign in support of these core beliefs, with the goal of raising \$200 million – the largest hospital campaign ever in Southwestern Ontario.

LHSF is raising funds to support an exciting vision that will transform how we treat patients. This vision includes key programs like Cancer Care, Cardiac Care, Mental Health, Orthopaedic Care, Personalized Medicine, Women's Care and Special Strategic Projects.

### ABOUT LHSF

London Health Sciences Foundation is a charity accredited by Better Business Bureau and Imagine Canada. Our goal is to link our community and health care experts together in pursuit of medical excellence at [London Health Sciences Centre \(LHSC\)](#).

**Our Mission:** To inspire investment in excellence at London Health Sciences Centre

**Our Vision:** To meet the needs of London Health Sciences Centre by revolutionizing the response of our communities to health care philanthropy

**Our Values:** Trust – Respect – Focus – Collaboration - Accountability

### OPPORTUNITY:

London Health Sciences Foundation is looking for an experienced **Development Officer, Community Events**. The Development Officer plays a key role in supporting the implementation and execution of a high profile pipeline of events within the Community Events portfolio. A key function of this position is the identification, cultivation and stewardship of prospects, donors and volunteers involved in third party led fundraising events. The Development Officer will act as a strategic advisor and provide an excellent level of support and guidance to Community Event key stakeholders to ensure fundraising success and growth.

## IDEAL CANDIDATE PROFILE:

### Skills / Experience / Qualifications:

- Post-secondary diploma or degree in a related field preferred. Additional studies in fundraising and volunteer management an asset.
- Minimum 3 years related experience.
- Demonstrated experience with the off-site implementation of special events in the community and a sound knowledge of a variety of fundraising techniques is essential.
- Experience in event management and developing new and unique ways to improve events.
- Experience with peer-to-peer fundraising platforms.
- Demonstrated ability to manage multiple projects and detailed work.
- Experience in budget forecasting and tracking.
- Excellent interpersonal and communication skills, both written and verbal, and the ability to interact effectively with all levels of the organization and members of the public.
- Computer experience and proficiency with Email, Microsoft Word and Excel. Working knowledge of Raiser's Edge, Basecamp and Classy an asset.
- Demonstrated ability to work as a team player and exercise sound judgment in relations with volunteers, staff, suppliers and the general public.
- Available to work flexible hours as needed for meetings and events outside office hours and including weekends.

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

- Provide direction and support for community groups, families, or individuals interested in undertaking a Community Event in support of London Health Sciences Centre.
- Attend Community Events and engage Foundation staff/volunteers as appropriate.
- Provide event statistics, revenue reporting and budget analysis for selected Community Events.
- Liaise between Community Events and the Corporate Sponsorship Officer to ensure appropriate sponsorship opportunities are developed.
- Establish, develop and maintain relationships with key stakeholders including potential partners, retailers, event participants and volunteers.
- Serve as a liaison between London Health Sciences Centre Departments/Programs and the volunteer groups/individuals wishing to raise money.
- Ensure existing Community Event volunteers receive regular stewardship reporting applicable to the designation of their support.
- Liaise with Donor Relations & Stewardship Team to ensure that events are provided with appropriate recognition and stewardship.
- Ensure that correct procedures and/or policies are followed including compliance with all financial and cash management practices (e.g. receipting, banking, etc.)



- Be a contact person for inquiries regarding community fundraising initiatives.
- Engage in the active identification of new events by way of regular contact with LHSF colleagues, including (but not limited to) Major Giving Team, Signature Events Team, Planned Giving Team, as well as LHSC physicians, researchers and staff.
- Research peer-to-peer fundraising trends and implement new ideas/strategies accordingly.
- Assist in the development of a yearly business plan and budget for the Community Events Program.
- Work with Marketing and Communications Team to create an inventory of marketing materials for the Community Events Program.
- Maintain active involvement in partnership opportunities that will broaden, diversify and sustain a strong volunteer fundraising base.
- Seek opportunities with community groups, individuals and at community events to promote the Foundation and provide Hospital priorities to existing events and to new events.
- Assist in identifying, recruiting and supervision of volunteers required for LHSF to meet financial and program objectives for Community Events.

**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.

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](mailto:nancy.foran@lhsc.on.ca)

**DEADLINE TO APPLY: 5:00 pm on Friday, February 16, 2018.**