

## Development Associate

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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 recently completed the largest hospital campaign in Southwestern Ontario support raising an astonishing \$215 million.

LHSF is now building upon the amazing response of our community during Campaign to inspire philanthropy in support of a vision that will continue to transform how we treat patients. This vision includes, but not limited to, key programs like Cancer Care, Cardiac Care, Mental Health, Orthopaedic Care and Women's Care.

### ABOUT LHSF

London Health Sciences Foundation is a charity accredited by the 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 (LHSF) is looking for a well-organized **Development Associate, Annual Giving** who will play an essential role in the overall success of the Annual Giving Program. Reporting to the Manager, Annual Giving, the Development Associate is responsible for supporting and actively coordinating Annual Giving activities including identifying and co-managing a pool of mid-level donors (including individuals, foundations, corporations, and service clubs), as well as actively coordinating aspects of direct response appeals (including mail, online, and phone).

## **SKILLS / EXPERIENCE / QUALIFICATIONS:**

- Successful completion of post-secondary degree or diploma and/or equivalent related work experience
- Minimum 3-5 years related work experience
- Must have excellent organizational skills, attention to detail and strong ability to multi-task.
- Professional, confident, positive and self-motivated work style.
- Able to successfully work in a collaborative, team-oriented organization.
- Must be able to demonstrate success in managing multiple deadlines and flexibility in taking on projects as assigned.
- Strong database experience - Raiser's Edge experience preferred.
- Strong computer skills and experience, including proficiency and expertise in Microsoft Office applications.
- Must have good interpersonal skills, including the ability to use tact and diplomacy.
- Must have excellent verbal and writing skills, with active listening skills, and primarily must be highly numerate and literate
- Able to maintain discretion as it relates to donor requests and gift information.
- Able to work independently and effectively on a variety of priority projects with competing deadlines with a high degree of accuracy.
- Able to interact effectively with all levels of the organization at LHSF and LHSC, members of the public and the ability to maintain confidentiality.
- Availability to work flexible hours as needed.

## **FUNCTIONS/DUTIES:**

- Actively supports and contributes with the execution of the Annual Giving Program business plan.
- Provides support to the Manager, Annual Giving to cultivate, solicit, steward a portfolio of approximately 100 mid-level donors/prospects (individuals, foundations, corporations).
- Works collaboratively with the Manager, Annual Giving for all direct response activities including: content sourcing, design review, data and segment coordination, copy-proofing, monitoring expenses and preparing briefings.
- Involvement in the hospital-wide Grateful Patient Program, including assisting with presentations to hospital program areas as well as ensuring that brochures are stocked in all of the hospital locations (University and Victoria sites).
- Works with Marketing/Communications for the development and execution of online donation forms.
- Works collaboratively with Donor Relations and Stewardship to effectively and efficiently support the stewardship of Annual Giving Program donors.
- Works with Information Management in the extraction and preparing data for online campaigns and monthly donor welcome packages.
- Receives and updates donor information in Raiser's Edge.
- Briefs internal gift processing groups, and other staff, on upcoming direct mail appeals.
- Distributes samples to appropriate internal and external parties.

- Prepares materials and/or packages for donor/prospect meetings or other meetings/purposes as required.
- Prepares up-to-date and comprehensive performance analysis of all Annual Giving Program appeals.
- Attends and supports fundraising, cultivation and recognition events as needed.
- Completes appropriate gift processing forms, manages invoices and reconciles/prepares monthly financial reports.
- Provides organizational support and assigned special projects from time to time as required for the Annual Giving Programs
- Other duties as assigned.

**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 August 17, 2018.**