



## MICs Group of Health Services Foundation

<b>Position:</b>	Foundation Coordinator
<b>Status:</b>	Non-Union, Temporary Full-Time and may lead to permanent
<b>Schedule:</b>	7.5 hour days, some evenings and weekends
<b>Salary:</b>	\$25.00 per hour, plus benefits

### **POSITION DESCRIPTION:**

The new Foundation Coordinator will play an integral role in all aspects of the day-to-day operation and success of the Foundation. Reporting to the CEO of the MICs Group, the Foundation Coordinator has a significant administrative focus, as well as a wide range of responsibilities that support fundraising success, communications and donor relations.

### **DUTIES AND RESPONSIBILITIES:**

#### **Administration:**

- \* Support to CEO and the Foundation Board (including the South Centennial Manor Fundraising Committee) with arrangements and preparation for meetings as required.
- \* Using best practices, manage all aspects of the donor management database, including data entry and integrity, preparation of reports and mailing lists, policies and procedures
- \* Process gifts and prepare bank deposits
- \* Responsible for issuing charitable tax receipts in keeping with Foundation and CRA guidelines
- \* Administer the memorial program, tracking memorial contributions and notifying next of kin of donations received
- \* Prepare general correspondence, including thank you letters and pledge reminders
- \* Support monthly financial reconciliations and year-end audit with bookkeeper
- \* Support the preparation of board and committee meeting packages
- \* Support to CEO and the Foundation Board with arrangements and preparation for meetings, as required
- \* Arrange media, cheque presentations and other photo opportunities
- \* Fund Development / Communications / Donor Relations
- \* At every opportunity, help build and sustain positive relationships with all stakeholders - donors, sponsors, partners as well as hospital staff and physicians
- \* Support the development and evaluation of annual fundraising plans
- \* Help implement the direct marketing program, 50/50 draw and other annual giving activities
- \* Hold a key role in updating the Foundation's website and executing a social media strategy that promotes the foundation, the hospital and our donors

- \* Support the development of compelling proposals and other fundraising materials for potential and past supporters, as required
- \* Assist in the coordination of donor cultivation, fundraising and stewardship events
- \* Occasionally attend community gift presentations and events as a representative of the MICs Foundation
- \* and other fundraising duties as assigned

### **QUALIFICATIONS:**

- \* Post-secondary diploma, degree and/or equivalent experience in Fund Development, Communications/Public Relations and Administration
- \* Previous experience in Finance, Fundraising and/or Communications, preferably in a not-for-profit environment is considered an asset
- \* Experience with Social Media and graphic design
- \* Commitment to the mission and goals of MICs Group of Health Services
- \* Ability to work alone or as part of a team; a flexible attitude and keen willingness to step in and help with all functions of the Foundation
- \* Excellent oral and written communication skills, bilingual in English and French is preferred.
- \* Proficient in the Microsoft office suite of products
- \* Strong organizational skills - able to set priorities, develop a work schedule, monitor progress
- \* A flexible outgoing demeanor, personable nature
- \* Demonstrated tact and diplomacy in dealing with all stakeholders
- \* Commitment to maintaining a high level of confidentiality
- \* A valid Driver's License and access to a reliable insured vehicle is required
- \* Criminal records check, vulnerable sector screening check and fully vaccinated (COVID-19)

### **WORKING CONDITIONS:**

- \* Work is performed in a typical office environment
- \* Must be able to lift up to 30lbs occasionally
- \* Light travel required for banking, events and meetings
- \* Some weekend and evening work

### **CONDITIONS OF EMPLOYMENT:**

The terms and conditions of employment are in accordance with the MICs Group of Health Services' policies and procedures.

- This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>