



Job Advertisement: Full-Time Hospital Foundation Manager

Full-time Hours:

Monday through Friday from 9:00am until 5:00pm (weekend and evening hours will be expected based on events and planning).

Compensation:

Starting at \$28 per hour (compensation based on experience).

Job Summary:

Listowel Memorial Hospital Foundation is seeking a dynamic individual for the full-time role of **Hospital Foundation Manager**. In this role, you will support the strategic goals of our Hospital Foundation Board, provide finance administration, oversee board meetings, fundraising event development and execution, donor relations, and awareness-building initiatives. Your efforts will directly impact our ability to provide quality care to those locally.

Key Responsibilities:

Event Development and Execution:

- Craft an all-encompassing event strategy to amplify annual donations and outreach efforts.
- Support the development of fundraising plans for upcoming major hospital campaigns.
- Coordinate and execute special events and fundraisers to support foundation objectives.

Finance and Administration:

- Maintain precise financial records and policies, ensuring transparency.
- Manage donor databases, grants, and financial statements.
- Facilitate seamless donation processing, acknowledgments, and regulatory compliance.

Foundation Board Support:

- Offer fundraising insights to guide Board decisions.
- Foster clear communication and engagement with Board members.
- Organize and coordinate quarterly board meetings and support committee initiatives.

Donor Relations:

- Foster strong relationships with donors and community stakeholders.
- Advocate for the foundation within local groups and potential funding partners.
- Prepare donor reports and ensure timely recognition and appreciation.

Raise Awareness of the Foundation:

- Devise and implement communication strategies across various platforms.
- Cultivate media relations and optimize online presence.
- Curate engaging content for social media, highlighting foundation impact.
- Represent the foundation at community events.

Preferred Qualifications:

- Post Secondary Degree/ Diploma in Non-profit Management, Business Administration, Communications, Marketing, or related field.
- 2+ years of experience in a non-profit fundraising donor relations role.
- Proficiency in using Social Media platforms (content creation and delivery).
- Quick Books Accounting software, Microsoft Office and donor management software.
- Excellent written and verbal communication skills.
- Demonstrated experience in fundraising, event planning and execution.
- Strong volunteer management skills
- Strong organizational and project management skills.
- Ability to work flexible hours, including occasional weekends and evenings.

Join Us:

If you are an experienced professional with a passion for healthcare, we invite you to apply for the full-time **Hospital Foundation Manager** role.

To apply, please send your resume, cover letter, and any relevant portfolio materials to careers@lwha.ca.

Application deadline is **December 18th, 2024**.

We encourage applications from individuals of all backgrounds and experiences. Your skills and dedication can make a significant impact on our mission to improve healthcare locally.