



Development Assistant - 1 position

Posting #: 52795

Foundation

Posting Date: March 21, 2024

St. Joseph's Hospital - London, ON

Submission Deadline: April 09, 2024

Full Time

Jennifer Pasichnyk, Human Resources

Non-Union

At no other time in history has health care mattered more to Canadians. At St. Joseph's Health Care London, we have a proud legacy of care across a wide variety of medical disciplines serving all ages and stages of life.

Supporting St. Joseph's mission, the Foundation raises philanthropic funds to advance the very best in care, teaching and research. With a strong focus on performance and best practice, and guided by a skilled Board and leadership team, St. Joseph's offers a positive, collaborative team environment and a competitive compensation program. The Foundation is seeking a positive, detail-oriented and organized Development Assistant to provide administrative support to its work to inspire community investment in healthcare excellence at St. Joseph's.

Reporting to the Chief Development and Communications Officer, the Development Assistant is responsible for providing administrative support to the work of the Chief Development and Communications Officer, the Campaign Director and the Development Team.

As a member of the Development Team, the Development Assistant is essential to the Foundation's current fundraising efforts and future initiatives and will administratively support to the meaningful and important work to match donor interest with St. Joseph's priorities in patient care, education and research. This includes the administrative needs associated with the Foundation's engagement of donors in the prescribed organizational standard as well as support for the onboarding, monitoring and closure of fundraising cases. Additionally, the Development Assistant will help proofread and edit correspondence, ensure documents are saved and filed according to file standards; respond to phone calls, emails, and any other requests promptly and courteously; schedule and organize meetings, including all logistics associated with those meetings; take, prepare, and distribute minutes, as necessary.

The Development Assistant works collaboratively across all teams within the Foundation to support its mission to inspire community investment in healthcare excellence at St. Joseph's.

#### Essential Qualifications

- Successful completion of post-secondary degree or diploma and/or equivalent related work experience
- A minimum of three-five years of relevant work experience
- Superior communication and organizational skills
- Ability to produce high quality work in a consistent and accurate manner
- Ability to take direction from multiple leaders
- Advanced skill in software such as, Word, Excel and Powerpoint
- Ability to proactively source information and problem-solve
- Ability to manage multiple projects simultaneously and meet deadlines
- Ability to solve issues/conflicts and contribute positively to the work environment
- Ability to professionally interact with internal stakeholders in support of the work of development professionals
- Ability to deal sensitively and professionally with Foundation donors, volunteers and patients
- Adherence to the Foundation's Stewardship Policy and the AFP's Code of Ethical Conduct and Standards of Practice
- Adherence to the Privacy and Confidentiality policies of the Foundation and St. Joseph's Health Care London

### Immunization Requirements

- Provide documentation you have received two doses of the COVID-19 vaccine (primary series, boosters and/or XBB)
- OR one dose of XBB vaccine at least 14 days prior to the start date.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing.

*Your interest in this opportunity is appreciated. Only those under consideration will be contacted.*