



Development Assistant, Foundation - 1 position	Posting #: 53527
Foundation	Posting Date: July 18, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: August 07, 2024
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$24.67 - \$33.92 /hour

Are you ready to play a key role in supporting a dynamic team focused on making a difference? We're seeking a dedicated administrative professional to join our passionate team at St. Joseph's Health Care Foundation.

At St. Joseph's Health Care London, we're proud of our 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, guided by a skilled Board and leadership team, St. Joseph's offers a positive, collaborative team environment and a competitive compensation program.

Reporting directly to the Vice President, Chief Development and Communications Officer I People and Culture, you'll be the cornerstone of administrative support. Collaborating closely with the VP, you'll also work alongside our Campaign Director and the Development Team to ensure smooth implementation and support of our fundraising efforts.

#### Key Responsibilities

- Manage the VP's calendar, scheduling meetings and handling logistics with precision.
- Assist in preparing reports, presentations, and communications materials.
- Coordinate donor engagement activities and maintain high standards of donor relations.
- Provide administrative support to the team, as well as to fundraising campaigns and initiatives.
- Ensure accurate documentation, recording of information and filing of records.

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.*

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.  
Only those under consideration will be contacted.*