



Development Assistant, Foundation - 1 position	Posting #: 55874
Foundation	Posting Date: December 11, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: December 17, 2025
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$24.92 - \$34.26 /hour

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 Development Team to ensure smooth implementation and support of our fundraising efforts.

Key Responsibilities

- Proactively support the VP in advancing the team's work and the Foundation's mission by coordinating meetings, anticipating needs, and ensuring effective support for key priorities.
- Support the preparation of materials, ensuring a high level of accuracy and professionalism.
- Coordinate donor engagement activities and maintain high standards of donor relations.
- Ensure accurate documentation and records, ensuring information is secure, organized and easily accessible.
- Provide administrative support to the team, including fundraising campaigns and initiatives.

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.

Why Join Us?

This is a unique opportunity to contribute meaningfully and grow professionally in a supportive environment. You'll work alongside passionate individuals committed to making a difference.

How to Apply:

If you're excited about contributing to our mission, we want to hear from you! Please submit your resume and a cover letter outlining your qualifications and interest in the role.

Essential Qualifications

- Successful completion of a post-secondary degree or diploma, or equivalent relevant work experience, with a minimum of three to five years in a similar role.
- Demonstrates professionalism through polished communication, superior organizational skills and a proactive approach
- Ability to produce high quality work in a consistent and accurate manner
- Ability to take direction from multiple people
- 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 vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- 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.*