



Hôpital général juif  
Jewish General Hospital  
Fondation | Foundation

**RÉALISER DES  
MERVEILLES  
VOUS AVEZ  
CE DON.  
WORKING  
WONDERS.  
YOU HAVE  
THAT POWER.**

## **ADMINISTRATIVE ASSISTANT**

Since 1969, the Jewish General Hospital Foundation has been a vital source of support for the JGH – Quebec’s number #1 hospital\* – to enhance its extraordinary patient care, to further scientific discovery and to transform healthcare delivery through innovation. We partner with inspired members of the community to implement a wide variety of fundraising initiatives to achieve these ambitious goals.

As Administrative Assistant, you will join a vibrant team of professionals and an organization committed to empowering you to take on a pivotal role in this vital ecosystem. Together, we continue to enable awe-inspiring medical breakthroughs and drive the Jewish General Hospital forward – for the betterment of all Quebecers, and beyond. Join us!

### **JOB DESCRIPTION**

Reporting to the Manager, Executive Office and Operation, the Administrative Assistant provides administrative support to senior members of the Development team in a dynamic philanthropic environment in which teamwork, proactivity, autonomy and a strong sense of organization are essential qualities.

The Administrative Assistant will be required to provide administrative and gift management support to senior members of the Development team. This includes performing research and analysis of the database, tracking fundraising tasks and contributing to the strengthening of donor relations through producing timely gift acknowledgments.

### **DUTIES AND RESPONSIBILITIES**

- Provide gift management support for senior Development Officers, including tracking actions, sending letters and receipts to donors, and completing gift commitment documents.
- Write, edit and format a variety of correspondence required for the appropriate acknowledgement of donations.
- Organize and convene meetings, ensure the preparation of agendas and minutes, and track progress of action items.
- Input and extract information from the data management database Raiser’s Edge.
- Support and contribute to the rolling out of new processes relating to gift management.
- Prepare donation agreements, proposals, and supporting internal documents relating to Major Gifts.
- Occasionally provide reception coverage and take donations received by telephone.





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### QUALIFICATIONS AND REQUIREMENTS

- Experience of at least two years in a similar position.
- Excellent verbal and written communication skills in French and English.
- Excellent knowledge of the internet, Microsoft Office suite software.
- Knowledge of Raiser's Edge gift management software is an asset.
- Good organizational skills.
- Knowledge of philanthropy is an asset.
- Excellent interpersonal skills.
- Facility to work on multiple files at the same time.
- Ability to adapt quickly to changing situations or priorities.
- Punctuality and respect for work schedules.
- Capacity to work independently and effectively with minimal supervision.
- Has a high level of energy, enthusiasm, determination and initiative.

### WORKING CONDITIONS

- Regular full-time position (35 hours/week).
- Flexible (hybrid) work model from office and remote.
- Competitive salary.
- Pension plan.

### HOW TO APPLY:

Please send your CV in confidence to [celine.bastien@jgh.mcgill.ca](mailto:celine.bastien@jgh.mcgill.ca). The JGH Foundation is a proud equal opportunities employer and we are committed to creating an inclusive workplace that allows all of our people to reach their full potential. A diverse team with a genuine passion for our cause is the key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply. However, only those applicants selected for an interview will be contacted.

\* For the third year in a row, the JGH has been ranked #1 hospital in Quebec and a leading hospital in the world by *Newsweek* magazine

