



Hôpital général juif
Jewish General Hospital
Fondation | Foundation

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

EXECUTIVE ASSISTANT, DEVELOPMENT (1-year Maternity Leave Replacement)

EXCEPTIONAL CARE. WITHOUT EXCEPTION.

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

We are 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!

THE OPPORTUNITY

The Executive Assistant will assume a pivotal role within the organization. We’re looking for a teammate who will leverage their industry experience and skills to help the JGH Foundation continue to grow and build for a successful future.

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.

QUALIFICATIONS AND REQUIREMENTS

- Completion of a Certificate or Diploma in Administration, Fundraising, or related field degree in a related field
- Experience of at least two years in a similar position.
- Ability to maintain strict confidentiality
- Ability to work in both French and English (oral and written)
- Ability to take initiative and embrace challenges
- Strong communication skills and ability to work as part of a team
- Knowledge of Financial Edge is an asset





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KEY INFORMATION

- Full-time position (35 hours / week), Contract (Maternity leave replacement)
- Competitive salary
- Group retirement plan with employer match
- Hybrid work environment
- For more information on how the JGH Foundation is working wonders, consult our latest [Annual Report](#).

DIVERSITY, EQUITY, INCLUSION AND BELONGING STATEMENT

The JGH Foundation is a proud equal opportunity 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.

HOW TO APPLY

Please send your CV in confidence to 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

