



Hôpital général juif
Jewish General Hospital
Fondation | Foundation

RÉALISER DES
MERVEILLES
VOUS AVEZ
CE DON.

WORKING
WONDERS.
YOU HAVE
THAT POWER.

Prospect Pipeline and Administration (PPA) & Governance Officer

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

Reporting to the Vice-President, Strategy, Governance and Campaign Operations, the PPA & Governance Officer 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

- Proactively identify and rate major and leadership gift prospects using internal information sources, leads and publicly available information.
- Collaborate with leadership and major gift professionals to identify and qualify prospects and build appropriate strategies to capture giving potential.
- Research and prepare concise, thorough and confidential prospect snapshots, profiles and reports to support the Development team.
- Continually scan the media to monitor relevant news, people, events, issues and trends in and around our community that impact our fundraising strategies in order to provide timely, actionable information and insights.
- Play a key role in ensuring strategic, effective and timely assessment of moves management at each stage of the fundraising cycle and in supporting the alignment of prospects and fundraisers.
- Stay up-to-date with best practices and actively seek out new trends in prospect research, management and pipeline development through ongoing professional development and networking.
- In collaboration with the Senior Governance Officer, schedule a calendar of Board committee meetings, manage logistics, attend and take accurate minutes for meetings in a timely fashion.
- Collaborate with relevant internal and external stakeholders to prepare and collate all relevant agendas and materials, and ensure they are circulated in good time.



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- Manage and coordinate the preparation, distribution and follow-up on all actions which arise from Committee meetings and discussions.
- Support the onboarding process for new committee members.

QUALIFICATIONS AND REQUIREMENTS

- Completion of a Certificate or Diploma in Administration, Fundraising, or related field
- Two (2) years of experience in administration, research, fundraising, or a related field
- 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 Raiser's Edge is an asset

KEY INFORMATION

- Regular full-time position (35 hours / week)
- 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 and cover letter in confidence to celine.bastien@jgh.mcgill.ca. Only those 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.

