



Fondation
Hôpital
Général
Juif

Jewish
General
Hospital
Foundation

DEVELOPMENT ASSOCIATE

EXCEPTIONAL CARE. WITHOUT EXCEPTION.

Since 1969, the Jewish General Hospital Foundation has been a vital source of support for the JGH – among the top 3 hospitals in Quebec*—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 two (2) Principal Directors of Development, the Development Associate will assume a pivotal role within this department. 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

- Maintain constituent information and document development strategies in the CRM database (Raiser's Edge)
- Research and develop gift proposals aligned with donor interests and hospital priorities.
- Participate in the planning of canvassing activities for the Principal Directors of Development, including the preparation of solicitation documents and other fundraising materials.
- Liaise with Donor Relations to ensure that gifts are appropriately stewarded over the short and long-term.
- Liaise with the Senior Officer, Prospect Research and Pipeline Administration to ensure efficiency of research efforts, and the integrity and accuracy of information relating to potential donors.
- Write, organize, and liaise with appropriate internal and external stakeholders to ensure preparation of all necessary materials, including research reports and stewardship reports.



QUALIFICATIONS AND REQUIREMENTS

- Undergraduate degree in a related field
- At least two years of experience in a fundraising environment
- 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 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 works 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 fifth consecutive year, *Newsweek* magazine ranked the JGH among the world's best hospitals.

