



Jewish
General
Hospital
Foundation

COORDINATOR, EVENTS OPERATIONS

ADVANCEMENTS IN HEALTHCARE ARE MADE HERE.

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 the Director, Community Engagement, the Coordinator, Events Operations will be responsible for ensuring signature and third-party events are successfully developed and deployed.

DUTIES AND RESPONSIBILITIES

- Prepare fundraising and revenue reports for both internal and external stakeholders.
- Support the management of event budgets, including completing expense reports, tracking invoice and payments, updating expense and budget trackers.
- Oversee constituent data entry and accuracy, ensuring all relevant business data is properly recorded and stored. Examples: updating unsubscribes, produce email lists, etc.
- Assist in identifying and soliciting in-kind donations, sponsors and/or participant outreach for events.
- Act as a resource person to donors needed event information, as needed.
- Provide on-site support in the days leading up to the event as well as on the day of the event (including evenings and weekends).
- Act as the point of contact for larger scale third party events.
- Collaborate with the Development Team to ensure event details are well communicated to donors and respond to donor questions and needs as they arise.
- Collaborate with the Director, Events and Community Engagement, prepare post- event wrap up reports and conduct debrief meetings with key stakeholders.
- Collaborate with the Finance Team to reconcile credit card statements, produce payment requisitions, etc.

- Collaborate with the Marketing and Communications Team to create project briefs and work-back schedules to ensure the development of all creative assets, packages and marketing materials.
- Collaborate with the Gift Management Team to ensure donations, payments, receipts and statements are accurate and processed in a timely manner.

QUALIFICATIONS AND REQUIREMENTS

- Minimum of two years' experience in events or operations
- Experience with Raiser's Edge or other non-profit CRM software is considered an asset
- An "all hands on deck" team mindset and attitude with excellent interpersonal skills
- Excellent organizational skills and ability to support multiple tasks at once
- Knowledge of Microsoft Word, Excel, and PowerPoint
- 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

KEY INFORMATION

- Permanent, full-time position (35 hours/week, Monday to Friday)
- Evenings and weekends are required when deploying specific events, ad hoc
- Competitive salary
- 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.

