



GIFT MANAGEMENT AND OFFICE ASSOCIATE

ADVANCEMENTS IN HEALTHCARE ARE MADE HERE.

Since 1969, the Jewish General Hospital Foundation has been a vital source of support for the JGH 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 Manager, Gift Management, the Gift Management and Office Associate 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

- Take donations on the phone and in person (i.e. noting the donor's information including address, message for card if applicable, amount of gift and contact information)
- Process donations by inputting them into the database (Raiser's Edge)
- Issue tax receipts and letters to donors
- Act as a backup to the Front Office and Tributes Administrator for in person and phone requests from donors.
- Update donor information in database such as address
- Open mail on a daily basis and distribute to proper department after initial treatment.
- Ensure data hygiene in the Raiser's Edge database and keep data accurate and up-to-date.
- Organize courier service for the Foundation, as needed.
- Perform other related duties and ad hoc projects for the Foundation as needed

QUALIFICATIONS AND REQUIREMENTS

- College diploma
- One to three years of experience in a similar role
- 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 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.

