



DEVELOPMENT 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 Development Officers (DO), the Development Associate (DA) will participate in the planning of canvassing activities for the Development Officers, including the preparation of solicitation documents and other fundraising materials.

DUTIES AND RESPONSIBILITIES

- Proactively maintain constituent information, opportunity management and development strategies in the CRM database (Raiser's Edge)
- Research and develop gift proposals aligned with donors' interest and hospital priorities.
- Assist with the deployment of our Grateful Patient and Family Program.
- Liaise with other departments (Donor Relations, Stewardship, Donor Recognition, etc.) to ensure that gifts are appropriately stewarded over both the short and long term.
- Manage incoming donation logs and ensure all relevant details are correct to ensure timely processing of said donations.
- Liaise with Prospect Research and Pipeline Administration to ensure efficiency of research efforts, and the integrity and accuracy of information relating to the prospects.
- Write, organize, and liaise with appropriate internal and external stakeholders to ensure preparation of all necessary materials, including research reports, proposals, and stewardship reports
- On occasion, assist with donor-related events, such as in-person meetings, hospital tours, and other gatherings.

QUALIFICATIONS AND REQUIREMENTS

- CFRE certification or Bachelor's degree in a related field.
- Minimum of two years experience in a fundraising environment.

- Knowledge of Microsoft Word, Excel, and PowerPoint and ability to work with various technologies and platforms.
- Knowledge of Raiser's Edge a strong asset.
- Ability to work in both French and English (oral and written).
- Ability to take initiative and embrace challenges.
- Proactive approach to assigned tasks.
- Strong communication skills and ability to work as part of a team.

KEY INFORMATION

- Salary range: \$70,000-95,000
- Regular full-time position (35 hours/week)
- Competitive benefits package, including group retirement plan with employer match
- Hybrid work environment
- For more information on how the JGH Foundation is making more tomorrows, 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.

