



Jewish  
General  
Hospital  
Foundation

## EXECUTIVE ASSISTANT, DEVELOPMENT

### **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, the Executive Assistant will provide administrative support to Development Officers in order to help them grow their fundraising capabilities.

### **DUTIES AND RESPONSIBILITIES**

- Provide proactive gift management support for senior Development Officers, including tracking actions, sending letters and receipts to donors, and completing gift commitment documents.
- Write, edit and format a variety of correspondence required for the appropriate acknowledgement of donations.
- Proactively organize and convene meetings, ensure the preparation of agendas and minutes, and track progress of action items.
- Input and extract information from the data management database Raiser's Edge.
- Support and contribute to the rolling out of new processes relating to gift management.
- Prepare donation agreements, proposals, and supporting internal documents relating to major gifts.
- Manage incoming donation logs and ensure all relevant details are correct to ensure timely processing of donations.
- Provide support for the Grateful Patient and Family Program
- Assist with donor-related events, such as in-person meetings, hospital tours, recognition events, etc.
- Occasionally provide reception coverage and take donations received by telephone.

## **QUALIFICATIONS AND REQUIREMENTS**

- Completion of a Certificate or Diploma in Administration, Fundraising, or related field degree in a related field.
- Minimum of two years in a similar position.
- Knowledge of Microsoft Word, Excel, PowerPoint and Teams.
- 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.
- Proactive approach to assigned tasks.
- Above-average time management skills.
- Ability to maintain strict confidentiality.

## **KEY INFORMATION**

- Salary range: \$53,000-72,000
- 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.

