



Jewish
General
Hospital
Foundation

TEAM LEAD AND 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 (DO) and the Associate Vice-President, Development (AVP), the Team Lead and Executive Assistant, Development will oversee the workflow of the Executive Assistant (EA) Team, and provide administrative support to the DOs in order to help facilitate their fundraising capabilities.

DUTIES AND RESPONSIBILITIES

Executive Assistant:

- Provide proactive gift management support for senior Development Officers (DOs), 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 donations log and ensure all relevant details are correct to ensure timely processing of donations.

- Assist with donor-related events, such as in-person meetings, hospital tours, recognition receptions, etc.

Team Lead:

- Approve vacation and wellness days for the EAs.
- Coordinate appropriate coverage for extended vacations among the EAs, ensuring that DOs keep receiving key services when EAs are away for a period of time, and stepping in to cover if needed.
- Coordinating coverage for receptions when appropriate, and stepping in to cover if needed.
- Lead weekly EA team huddles focused on promoting open communication, round table sharing, identifying bottlenecks, and redistributing tasks as necessary to optimize workflow and productivity.
- Act as a first point of contact for EA questions in order to alleviate the demands on DOs
- Ensure team is informed of new policies and procedures and is implementing them correctly.
- Coordinate supplemental trainings as needed to help EAs perform their role.
- Ensure that EAs are delivering on key functions.
- Onboarding Program Oversight:
 - Responsible for all elements of the EA onboarding training process, including updating policies and procedures, creating training materials, and providing shadowing support for new hires during their initial weeks of employment.
 - Participate in the onboarding process of DAs and DOs as determined by the Associate Vice-President, Development.
- Act as a resource to the Associate Vice-President, Development for various needs of the Development Team (i.e. Development Team trainings or activities, moves, etc)
- Dispatch the EA Team to help other units in high volume periods.

QUALIFICATIONS AND REQUIREMENTS

- Completion of a Certificate or Diploma in Administration, Fundraising, or related degree in a related field.
- Minimum of two years' experience in a similar position.
- 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.
- 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.

