



Jewish  
General  
Hospital  
Foundation

## SENIOR GOVERNANCE OFFICER AND EXECUTIVE ASSISTANT TO THE CEO

### **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.

### **THE OPPORTUNITY**

Reporting to the President and CEO with a secondary reporting line to the Vice-President, Strategy and Governance, the Senior Governance Officer and Executive Assistant to the CEO will serve as a point person for the governance activities of the Foundation as well as for the Office of the CEO. This role is a key function and requires a high degree of discretion, professionalism, and strong organizational skills.

### **DUTIES AND RESPONSIBILITIES**

- Schedule and oversee a calendar of Board and Committee meetings, manage logistics, attend meetings, and prepare accurate minutes in a timely fashion.
- Collaborate with relevant internal and external stakeholders to prepare all relevant meeting agendas and materials, and ensure they are circulated in good time.
- Coordinate the follow-up on all action items which arise from Board and Committee meetings and discussions.
- Support ad-hoc Committee working-groups, including preparing materials, ensuring timely follow-ups and producing related reports and documentation.
- Provide oversight and coaching to the Governance Officer.
- Manage the volunteer portal with up-to-date content, membership, and access rights.
- Act as project lead and point person for the Annual General Meeting, coordinating all relevant materials, logistics, and communications, in collaboration with various departments.
- Support the onboarding and offboarding process for new Board and Committee members.
- Work with the Manager, Volunteer Engagement, to provide meaningful and appropriate engagement opportunities for lay leadership.

- Maintain and update the Master Fundraising Initiatives List and associated documents in coordination with the Finance and Development Teams.
- Manage the agenda of the CEO including scheduling appointments, meetings, and travel arrangements.
- Carry out all administrative tasks in support of the CEO, including drafting correspondence, preparing expense reports, maintaining accurate records in the Raiser's Edge database, and acting as the main point of contact between the CEO and internal/external stakeholders.

## **QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's degree in Administration or in a related field.
- A minimum of three (3) years of experience in administration, research, fundraising, or a related field.
- Ability to maintain strict confidentiality.
- Ability to work in both French and English (oral and written).
- Highly detail-oriented with the ability to manage multiple tasks, deadlines and competing priorities.
- Ability to take initiative and embrace challenges.
- Strong communication skills and ability to work as part of a team.
- Knowledge of Raiser's Edge is an asset.

## **KEY INFORMATION**

- Permanent, full-time position (35 hours/week)
- Salary: \$70,000-85,000
- 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.

