



**WE ARE HIRING!**  
**COME JOIN OUR TEAM!**

## ANNUAL GIVING COORDINATOR

CHEO Foundation, Ottawa, Ontario

Full time, permanent

\$45,000 to \$55,000

Deadline to apply  
**September 15, 2023**

Click [here](#) to visit our webpage

### About the CHEO Foundation

The CHEO Foundation existed before CHEO, the CHEO Research Institute and Roger Neilson House. Community volunteers recognized the need for a children's hospital in our region to serve families. Since that beginning, we have remained the link between these respected institutions and the generous community that financially sustains them.

The purpose of the CHEO Foundation is to turn donations of money, time and kindness in all its forms into the medical treatment, cutting-edge research, and the compassionate care that children, youth and families need and deserve.

Because of your philanthropy, fundraising events, and generous support of our work, the CHEO Foundation celebrates your community spirit and your love for young people. This makes CHEO strong today and ready for tomorrow.



CHEOkids



@cheo



CHEOhospital



CHEOvideos

[www.cheofoundation.com](http://www.cheofoundation.com)

### What we offer

- Extended Healthcare Benefits
- Defined Benefit Pension (HOOPP)
- Making a Difference in the Lives of Children/Youth
- Competitive Wages
- Flexible Schedules
- Onsite Fitness Centre
- Learning Opportunities
- Inclusive Culture
- Wellness Programs

## Position summary

The CHEO Foundation is seeking an experienced, passionate, and dedicated Annual Giving Coordinator.

As a key member of the Annual Giving team, reporting to the Director of Annual Giving, the Annual Giving Coordinator will administer, oversee, and evolve our comprehensive donor stewardship model that plays a key role in the donor experience. This position will be responsible for meaningful donor interactions and collaborating with various team members to achieve our stewardship goals as well as manage various reports and data points to monitor various programs and assist the Director in measuring outcomes. A great role to start managing your own donor portfolio!

## About You

You possess a passion for philanthropy and a strong understanding of relationship building. As a creative and strategic thinker, you also have a demonstrated positive track-record of modeling collaboration and a one team attitude.

You have a keen interest in talking to donors on the phone, virtually and in person sharing the impact of their gift while gaining a better understanding of their motivations. You are also an excellent project manager, have an appreciation for data, are comfortable using various donation platforms, have database experience, and are skilled at prioritizing multiple projects. Building authentic relationships by offering stellar customer experience drives you and working on a team toward the mission of right-sizing pediatric healthcare is your inspiration.

## Primary Responsibilities

- Connect with donors to thank them for gifts on a regular basis;
- Work with other philanthropy team members to provide robust stewardship and individualized service;
- Project management and oversight of our broad stewardship model, including cards, thank-a-thons (incl. management and training of volunteers), tailored impact reporting emails (for CHEO/CHEO Research Institute and Roger Neilson House), custom thank you letters for donors;
- Be the first point of contact for our donors and answering general annual giving inquiries with professionalism and expediency;
- Capture and audit accurate coding information on donations from third party platforms on a weekly basis to share with the Finance team;
- Project manage the flow and creation of meaningful stewardship donor communications aligned with our overall plan for various donor segments;
- Oversee the logistics, tracking and reporting for our grateful patient/family program: coding/reporting, distribution of thank you cards, pins, contacting relevant CHEO staff and delivery of tokens;
- Data capture relevant donor coding in Raiser's Edge and reporting;
- Call/Follow-up with Monthly donors to update credit card information;
- Work with the Finance team to regularly audit gift coding in Raiser's Edge for accuracy;
- Support the Annual Giving team and/or Philanthropy team when needed;
- Manage a personal donor portfolio (size and giving level to be determined);
- Work in collaboration with Philanthropy Coordinator where relevant.

## Qualifications

- University/College diploma or equivalent experience
- Annual giving fundraising and donor relations/relationship building experience would be an asset

- Experience with databases and proficiency in Microsoft Office programs (Word, Excel, PowerPoint) (familiarity with Raiser's Edge/NXT is an asset)
- Proficient in a project management software such as Asana would be an asset
- Ability to plan, develop and implement fundraising plans and procedures
- Ability to work and build strong relationships and deliver great customer service with annual donors
- Ability to work in collaboration with internal and external partners
- Strong analytical capabilities
- Deep attention to detail and strong written and verbal communication skills in both English and French is an asset
- Effective interpersonal skills with a professional presence and manner, and capable of exercising independent judgment, initiative and flexibility
- Ability to manage and coordinate multiple projects in a fast-paced environment
- Superb organizational and project management skills
- Demonstrated ability to work and think strategically, independently with minimal direction/supervision

## COVID-19

The CHEO Foundation offices are located in Ottawa. Employees are working remotely due to COVID-19 protocols and will do so until further notice.

The CHEO Foundation has a Universal COVID-19 Vaccination Policy that applies to all staff. As a condition of employment, the preferred candidate will be required to provide proof of both their first and second dose of the COVID-19 vaccine. Exceptions will only be made on the basis of disability (medical), creed (religion) or other grounds enumerated in the Ontario Human Rights Code.

## Application Process

Applications will be accepted until midnight, September 15, 2023. Please send your resume with a cover letter to [apply@cheofoundation.com](mailto:apply@cheofoundation.com) with the position title in the subject line. Although we appreciate the interest of all candidates, only candidates invited for interviews will be contacted. No phone calls please.

**The CHEO Foundation is an equal opportunity employer. Should you require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.**