



WE ARE HIRING!
COME JOIN OUR TEAM!

ASSOCIATE DIRECTOR, CAPITAL CAMPAIGN

CHEO Foundation, Ottawa, Ontario

Full time, permanent

Hiring range: \$95,000 to \$115,000

Deadline to apply
Posted until filled

Click [here](#) to visit our webpage

About the CHEO Foundation

CHEO Foundation is the philanthropic arm of CHEO, CHEO Research Institute and Roger Neilson House. For 50 years, the CHEO Foundation has been the link between these respected institutions and the generous community that financially sustains them.

CHEO Foundation staff are inspired by donors, and the community, who support pediatric healthcare, cutting-edge research and essential services to ensure children and youth can live their best lives.

We are proud to put the interests of kids at the forefront of our decisions and we are intentional in everything we do. We improve by learning from experiences and by being accountable for our outcomes. We take care of ourselves and each other, embrace equity, diversity, inclusivity and indigeneity, and celebrate success as a team.



CHEOkids



CHEOhospital



CHEOvideos

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

We are excited to be recruiting for a talented senior-level fundraiser to join our team, helping to achieve bold fundraising targets for the capital campaign for CHEO's redevelopment.

About You

You possess a passion for philanthropy and are hungry to achieve. As a creative thinker, you have demonstrated a positive track-record of modelling collaboration and are driven by authentic relationship building. You are a critical thinker who is strategic, helpful and kind.

Primary Responsibilities

PROSPECT MANAGEMENT:

- Identify, research and cultivate relationships with major donors (individuals, private foundations and corporate entities) capable of making transformational contributions to the capital campaign.
- Create customized solicitation plans for each major donor within a portfolio, aligning the donor's philanthropic interests with the specific needs and goals of the capital campaign.
- Personally solicit major gifts from high-level donors, both independently and in collaboration with the organization's leadership, board members and volunteer ambassadors.
- Regularly update campaign leadership and senior management on major gifts progress, ensuring transparency and accountability throughout the campaign.
- Work collaboratively with fundraising staff, campaign volunteers and board members to leverage resources and support the overall success of the capital campaign.

MANAGEMENT:

- Manage the overall ambassador strategy, under the strategic guidance of the Campaign Advisor.
- Collaborate with and support volunteer campaign ambassadors in their efforts to engage potential major donors.
- Working alongside the Campaign Advisor and Campaign Coordinator, you will provide training, resources and guidance to ensure Ambassadors are equipped to effectively communicate the campaign's impact and goals.
- Act as primary relationship manager for multiple campaign ambassadors.
- Assist in identifying and recruiting influential and well-connected individuals to serve as volunteer campaign ambassadors.
- Maintain regular communication with campaign ambassadors, keeping them informed about campaign progress and providing them with updates on fundraising strategies and key messages.
- Recognize and appreciate the efforts of volunteer campaign ambassadors, celebrating their successes and acknowledging their valuable contributions to the campaign's success.
- Monitor and evaluate the effectiveness of the volunteer campaign ambassador program.
- Provide insights and feedback to Campaign Advisor and VP, Philanthropy in order to refine strategies and improve outcomes.

STEWARDSHIP:

- Execution and general oversight, coordination, and management of the CHEO Foundation stewardship framework for campaign.
- Manage campaign stewardship needs and coordinate engagement activities required of ambassadors and senior leadership.
- Communicate effectively with all CHEO Foundation staff on timelines for stewardship activities and ensure all actions are met in accordance with policies.

Key requirements

- Bilingualism (English and French) preferred;
- Strong conceptual and critical thinking skills;
- Outstanding level of organization, accountability and time-management skills;
- Major gift fundraising experience with a proven track record of success;
- Progressive major gift development experience with \$1,000,000+ gifts including working closely with senior volunteers/ambassadors and institutional leadership;
- Computer literacy: Raiser's Edge or similar database, Asana, Microsoft Word, Microsoft Excel, Microsoft Teams, moves management reporting;
- Evidence of leadership and initiative, tact, diplomacy, attention to detail, creativity, as well as proven ability to motivate and manage others, i.e., volunteers and staff;
- A commitment to advancing equity, diversity, inclusion, and indigeneity.

Application Process

While there is no set closing date we recommend applying at your earliest convenience to be considered in the early stages of the selection process. Our focus is on finding the best candidate, and we will keep the position open until we identify the ideal match.

Please send your resume with a cover letter to 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.