



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

## DIRECTOR, CORPORATE PHILANTHROPY

CHEO Foundation, Ottawa, Ontario

Full time, permanent

Hiring range: \$105,000 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](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

The CHEO Foundation is an equal opportunity employer and we are committed to practices that support Equity, Diversity, Inclusion and Indigeneity.

## Position summary

Join the CHEO Foundation at an exciting time as we align for growth to meet our financial mandate and expand our reach to new communities and funders. We are thrilled to be recruiting for a director level fundraiser who can help achieve our bold fundraising targets to support CHEO's ongoing needs and capital campaign.

## About You

You are a strategic, data-driven professional with a clear track record of implementing business development and growth strategies. You are a collaborative leader that champion team(s) successes and allows others to shine. You are helpful, kind, respectful, and inclusive.

## Primary Responsibilities

- Implement growth strategies that align with foundation-wide strategic plan: grow portfolio locally, nationally, and internationally.
- Be a champion for Strategic Plan implementation and support team through change.
- Supervise direct reports, develop tools for tracking team performance, and KPIs/OKRs.
- Coach team to excel, while ensuring a healthy working environment where we are kind, respectful, and inclusive.
- Grow and focus team on major gift opportunities to support growth mandate and capital campaign goals. Ensure team is continuously prospecting new major gift donors.
- Ensure Foundation-wide stewardship standards are being met by team.
- Manage personal portfolio of corporate donors, develop strategic relationships, and prospect new major gift donors.
- Support the national corporate giving programs: Canada's Children's Hospital Foundations and Children's Miracle Network.
- Work collaboratively with fundraising staff, and (campaign) volunteers to leverage resources and support.
- Collaborate with the Philanthropy Team to identify shared prospects, including individual giving opportunities associated with corporate relationships.
- Manage budget as required. Continuously analyse ROI of resource allocation.
- Work in collaboration with Vice President, Corporate Philanthropy and Community Engagement to implement portfolio strategies.
- This role reports directly to Vice President, Corporate Philanthropy and Community Engagement.

## Key requirements

- Outstanding organizational, accountability and time-management skills;
- Experience in Business Development, pipeline, and prospect management;
- Corporate fundraising experience with a proven track record of success;
- Demonstrated experience in data analysis and growth strategy development;
- Experience with transactions valued over \$1,000,000+;
- 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.
- Bilingualism (English and French) is an asset.

## 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](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.**