



WE ARE HIRING!
COME JOIN OUR TEAM!

PHILANTHROPY COORDINATOR

CHEO Foundation, Ottawa, Ontario

Full time, permanent

Hiring range: \$52,000 to \$60,000

Deadline to apply

March 21, 2024

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

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

Position summary

CHEO Foundation is recruiting for a resourceful, organized, and positive individual to join our Philanthropy team, serving all individual and family foundation donors through the portfolios of Annual giving, Major & Mid-level giving, and Legacy & Estates.

About You

You possess a keen eye for detail and are excited by working in a fast-paced, passion-driven environment. You excel in organization, creativity and customer assistance. You are curious, diligent, helpful, and kind. You will thrive in the administration and support of the broad Philanthropy team and are excited to learn, create and build new processes and pathways. You will collaborate with Philanthropy team members to achieve our goals together as well as manage the tools to assist in measuring outcomes. You are curious about fundraising and passionate about CHEO, CHEO Research Institute, and Roger Neilson House.

Primary Responsibilities

- Working with the VP, Philanthropy on the identification, cultivation and stewardship of transformational donors (individuals and private foundations)
- Assisting in the research, identification, cultivation and stewardship of additional donor relationships within the Philanthropy portfolio
- Maintenance of strategic donor cultivation plans
- Safeguarding and stewardship of donor data
- Periodic frontline support of CHEO Foundation's phone lines: speaking with donors on the phone, assisting with enquiries, and serving those who support the Foundation
- Oversight and execution of effective bespoke stewardship strategies to strengthen donor relationships; ensure gifts are processed appropriately, thank you calls, letters and tax receipts are executed promptly and stewardship reports/letters are issued on a timely basis
- Preparation of donor correspondence: thank you letters, stewardship updates, proposals, gift agreements etc.
- Proactive identification of new potential donors
- Preparation and review of basic research and briefing notes to support team call activity
- Participation in regular meetings to review fundraising achievements, monitor fundraising productivity and identify moves management pipeline support to advance fundraising success
- Updating Raiser's Edge (R/E) database in a timely fashion to reflect fundraising activity including visit outcomes, actions, notes, relationship connections
- With VP, Philanthropy manage the team's pipeline and forecasting, updating proposal details whenever new intelligence is obtained
- Work collaboratively with fundraising staff across the Foundation to leverage resources and support best call strategy

Key requirements

- Bilingualism (English and French) required
- Strong conceptual and critical thinking skills
- Outstanding level of organization, accountability and time-management skills
- Fundraising experience with a proven track record of success
- Computer literacy: Raiser's Edge or similar database, Microsoft Word, Microsoft Excel, Microsoft Teams, moves management reporting
- A commitment to advancing equity, diversity, inclusion, and indigeneity

Application Process

Deadline to apply is **March 21, 2024**.

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.