



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

## SENIOR SPONSORSHIP OFFICER

CHEO Foundation, Ottawa, Ontario

Full time, permanent

Reports to: Director, Corporate Philanthropy

Hiring range: \$ 70,000 to \$ 82,000

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 Children's Hospice. 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

## Position Summary

Reporting to the Director, Corporate Philanthropy, the Senior Sponsorship Officer will serve as a key member of the CHEO Foundation team.

The Senior Sponsorship Officer's role is integral to the CHEO Foundation meeting its fundraising goals. The successful candidate will be responsible for overseeing the strategic development and execution of nearly \$2M of annual sponsorship revenue for the Foundation's signature events and matching campaigns. Alongside this work, they will also spearhead crafting and overseeing strategy of fundraising efforts for the numerous workplace teams involved in the CHEO Foundation's events.

## About You

You embrace the opportunity to work in a team environment with a commitment of excellence to donors, sponsors, volunteers and co-workers alike. You are creative, organized and embrace the concept of new challenges. You are comfortable getting in front of prospective partners and asking for their financial support. You are a critical thinker who enjoys identifying revenue growth opportunities and who works to achieve them. You have a fundraising background or similar corporate work experience and love the notion of helping the children, youth and the families we serve.

You are capable of multi-tasking while maintaining your own critical path for successful outcomes for your projects. You are a dynamic, professional team player with exceptional interpersonal, communication and organizational skills. You are self-motivated and your initiative has proven successful. Time management is one of your strong suits and you are comfortable speaking with audiences large and small. You are comfortable being both a project manager and a front line fundraiser.

## Primary Responsibilities

- Oversee the development, implementation and management of our sponsorship opportunities
- Grow the fundraising efforts for workplace teams involved in our signature events and craft strategies for volunteers to advance those efforts
- Manage the stewardship and retention of corporate sponsors
- Personally solicit corporate support for sponsorship opportunities and staff engagement
- Project leader for team efforts to build a sponsorship pipeline
- Compose sponsorship packages utilizing industry trends and market analysis
- Develop and implement a growth strategy for your portfolio by acquiring new corporate sponsors
- Develop fundraising support tools and resources for both volunteers and colleagues
- Evaluate event and gift results while determining future direction
- Represent the Foundation at events and in the community

## Qualifications

- University degree or college diploma; or equivalent experience
- Experience in corporate fundraising, partnerships and business development, project management preferred
- Comfortable working in a team environment
- Fundraising database experience is essential; familiarity with Raiser's Edge is an asset
- Attention to detail with strong written and verbal communication skills

- Proficient in Microsoft Office Programs (Word, Excel, PowerPoint)
- Excellent organization skills with the ability to meet multiple and competing priorities
- Ability to work independently with minimal direction/supervision
- Bilingualism (English and French) is essential
- Flexibility to work some evenings/weekends, as required
- Access to an automobile is required

## 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.**