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Associate Vice-President Philanthropy

Join our team to create a better tomorrow for all of us.

Working alongside a formidable team of 16 fundraisers, you'll help revolutionize the way healthcare is delivered to patients by securing career-defining solicitations.

“We are looking for a seasoned fundraiser with the knowledge and experience to navigate complex transformational gifts confidently and strategically. You would own a significant fundraising goal and would be supported by an amazing team of researcher, writers, and associates. We pride ourselves on being a donor-centered and stewardship-focused foundation. We build lifelong relationships with our donors and continually re-engage them in the important work we do.”

– Jennifer Van Noort, Vice-President, Philanthropy

Are you:

- At the top of your fundraising game and looking for a new challenge?
- Looking to harness the community's enthusiasm for an ambitious capital campaign?
- Interested in working within a high-performing 70-person Foundation?
- Passionate about making a tangible impact right here in our community?

This job is for you.

POSITION SNAPSHOT

Position Type: Full-time Permanent (37.5 hours per week)

Number of Vacancies: 1

Annual Salary: The salary range is \$112,500-\$168,500, commensurate with skills and experience.

Experience: As this is a senior-level role, we recommend a minimum 10+ years experience in a fundraising role, as well as demonstrated experience in managing and developing a team of direct reports.

Pension and Medical Benefits: Includes medical benefits (semi-private hospital, extended health care, vision care, dental care); life insurance; employee and family assistance program; defined benefits pension, and more.

Vacation: 4 weeks per annum

Location: Currently a hybrid role, with onsite work conducted at Civic (1053 Carling Avenue) and General (501 Smyth Road) campuses and at the donors' preferred locations, as required.

Transportation: A driver's license/private vehicle is required for this role.

Languages: English essential, French is considered an asset.

Deadline to Apply: We will start reviewing applications on **March 1, 2024** and will continue reviewing applications and conducting interviews on a rolling basis. We therefore encourage candidates to apply early.



Questions?

Feel free to schedule a call with Kristen Shier, Human Resource Officer,
at TOHF-jobs@toh.ca

Read on to learn more about us and the future you.

OUR MISSION: THE CAMPAIGN TO CREATE TOMORROW

The Ottawa Hospital Foundation has launched the historic \$500 million **Campaign to Create Tomorrow**, a multi-year campaign to support the construction of a new state-of-the-art hospital on Carling Avenue, as well as world-leading medical research. It's the largest ever fundraising campaign in our region's history, representing an ambitious vision for the future of healthcare.

The Campaign to Create Tomorrow already has overwhelming community support. Our team of fundraisers have raised \$310m since launching the campaign 4 years ago, which includes some of the **largest-ever donations in our city's history**.

"I came from the private sector and was lacking fulfillment. My job was focused on the bottom-line – to make money for a corporation. The Foundation was a welcome change. I connect with the cause, and my work actually matters."

— **Natasha De Sousa, Development Officer**

WHAT WOULD MY DONOR PORTFOLIO LOOK LIKE?

The Ottawa Hospital Foundation benefits from a large pool of engaged donors, many of whom are grateful patients, and friends/families of patients. It's no surprise that our interactions with our donors are overwhelmingly positive.

Portfolio Size: 100-200 donors

Portfolio Details: Your portfolio will be a mix of existing donors and new prospects. The portfolio will be diversified, including individual donors, corporations, event donors, and other foundations.

Gift Size: Weighted towards major and transformational giving (\$1m plus).

Annual Revenue Goal: Your annual revenue goal will fluctuate each year (min \$20m) but represent a significant portion of our annual fundraising goal. Each fundraiser's goal is commensurate with years of experience and the gift potential of the donor portfolio.

How do we help fundraisers achieve their revenue goals? Our fundraisers work in partnership with an amazing team that include Philanthropy Associates, CRM specialists, Proposal Writers, an in-house creative team, donor recognition/stewardship specialists, event planners, a gift processing team, and a talented team of marketers. They also work with the support of senior-level volunteers – our Campaign Cabinet – to assist with prospecting, cultivation, and solicitation.

WHAT WOULD MY JOB LOOK LIKE?

- **Solicitation:** Develop cultivation, solicitation, and stewardship strategies for your portfolio of donors, with the aim of securing transformational donations valued at \$1m, \$5m, \$10m and greater (including complex hybrid gifts and multi-year commitments).
- **Prospecting:** Research, cultivate, and solicit new prospects, with and without assistance from senior level volunteers.
- **Stewardship:** Maintain relationships with our established donors through personalized stewardship activities and outreach.
- **Team Engagement:** Strategically involve team members on crucial deliverables, including our in-house prospect research team, our event planning team, our donor recognition/stewardship team, our proposal writing team etc.
- **Strategic Writing:** Prepare written donor proposals and other pieces of impactful writing. You will be expected to contribute original copywriting and must tailor the content and messaging to match the needs and interests of your donor.
- **Networking:** Network within the community to build new connections and expand our brand recognition.
- **Leadership:** Contribute to the broader organizational and strategic plans.
- **Team Contribution:** Play a key mentorship role within the Fundraising team.

QUALIFICATIONS

- A proven track record of securing 7-figure and 8-figure gifts.
- Ability to align individual donor interactions to the overall aspirations and goals of the *Campaign to Create Tomorrow*.
- Exceptional written and oral communications skills, and the ability to tailor communications to match the expressed *and* unexpressed needs of donors and volunteers.
- A persuasive, engaging, and passionate demeanor, with the ability to engage a variety of diverse audiences.
- Tact, diplomacy, and maturity in dealing with clients (donors, volunteers, hospital staff, general public).
- The ability to translate complex and scientific information into everyday language.
- An appetite for learning about emerging industry trends, and willingness to rethink donor and volunteer experiences.
- Ability to think strategically, plan, and prioritize to meet deadlines.
- Team player, namely the ability to work collaboratively with team members with an array of professional specialties, and willingness to maintain a positive attitude in all interactions with colleagues.
- Certified Fundraising Executive (CFRE) designation or a certificate in Fundraising Management would be considered an asset.

OPERATIONAL REQUIREMENTS

- Willingness and ability to work outside of regular business hours are required.

HOW TO APPLY

Please forward your resume and cover letter outlining your experience to **TOHF-jobs@toh.ca**. Your application should be submitted in PDF format and should use the following title: **Firstname_Lastname_AVP**. Please also share the following information:

- Your salary expectations.
- Your current (or most recent) annual personal and team fundraising goals.
- The largest gifts you have personally secured.
- Overall amount of funds you have personally raised to date, through your own cultivation/solicitation/stewardship efforts.

To learn more about your candidacy, please submit a video no more than 5 minutes in length detailing why you'd be a suitable candidate for the role. We encourage applicants to upload their video to Google Docs, and to share that link along with your application.

The Ottawa Hospital Foundation values diversity and embraces an organizational culture that is inclusive and free of bias and discrimination. The Foundation is committed to a board and staff that is comprised of talented and dedicated individuals with a diverse mix of expertise, experience, skills, and backgrounds.

We would like to thank all applicants in advance and advise them that only candidates selected for an interview will be contacted.