

# Job Description



## DEVELOPMENT OFFICER Juravinski Cancer Centre Foundation

### Background

Hamilton Health Sciences is a family of six unique hospitals and a cancer centre serving more than 2.3 million residents of south central Ontario. Hamilton Health Sciences offers a range of acute and specialized services, catering to health care needs from birth through to end of life care. Each of our hospitals has specific areas of expertise and together, Hamilton Health Sciences is one of the most comprehensive health care systems in Canada, the second largest hospital in Ontario and an academic teaching hospital affiliated with both McMaster University and Mohawk College.

**The Juravinski Hospital and Cancer Centre** is a full-service general hospital and offers excellence in cancer care and orthopedics. The combination of inpatient and outpatient programs supports one of the busiest and largest comprehensive cancer centres in Canada, including community-based oncology clinics in Brantford and Burlington. The full spectrum of cancer care services is a primary focus with programs dedicated to prevention, screening and diagnosis to treatment including chemotherapy and the region's only radiation treatment program.

**Hamilton Health Sciences Foundation** is a registered charitable organization. Through the generosity of our donors, we fund capital redevelopment projects, purchase medical equipment and technology, and we invest in research. Our mission is to support patient care, research and education across the Hamilton Health Sciences family of hospitals; our goal is Health Care, Transformed.

HHSF is committed to a values-based work environment that is characterized by:

- Caring:** by our pursuit of a donor-centered fundraising environment and the team environment in which we work
- Respect:** for our donors, our volunteers, and each other
- Innovation:** by our celebration of new ideas and challenges
- Accountability:** by our transparency as a corporate entity and our commitment to meet the needs of our partner hospital.

HHSF is committed to the Donor Bill of Rights and to being a donor-centered organization. All members of the HHS Foundation Staff Team support development activities by ensuring the maintenance of accurate records of information on the Raisers Edge database. HHSF is committed to protecting the privacy of our donors and prospects.

Working within this value system the duties of the Development Officer will include but not be limited to the description that follows.

### Position Summary:

Reporting to the Vice-President, Development (JCC) and Integrated Planned Giving (HHSF), the Development Officer is an experienced, professional individual and is a member of the Juravinski Cancer Centre Foundation (JCCF) development team. His or her exceptional organizational talents, leadership and major gift fundraising experience and database management skills are matched by an ability to communicate respectfully and professionally with donors and volunteers in person, by phone or in writing.

**Specific responsibilities include, but may not be limited to:**

**1. Leadership and Major Gift fundraising programs**

- Develop and maintain personal contact with a portfolio of 20-30 prospects for leadership and major gifts.
- Execute leadership and major gift calls weekly to meet specific annual performance objectives.
- Maintain donor and prospect records for JCCF Leadership and Major Gifts portfolio: including: entering and maintaining solicitation and donor information, call reports, up-to-date address and key contact information, and preparation of regular, timely donor and fundraising status reports.
- Anticipate and prompt Vice-President on upcoming donor/volunteer meetings and events; provides details and produces related material such as proposals, letters, reports and acknowledgments for donor solicitation, cultivation and stewardship.
- Ensure timely tracking and fulfillment of all pledges, receipting, donor acknowledgement and recognition; assist as needed with gift and pledge data entry.
- Undertake prospect research when required and apply for prospect clearance for the JCCF team.

**2. Administrative Support**

- Support the Vice-President in day to day administrative activities (prioritize mail, calls, prepare letters).
- Schedule meetings and organize calendars, arrange travel when required.
- Maintain filing system(s).
- Liaison with specific suppliers, manage purchases and bill payments and follow-up with finance as required.
- Provide a high level of customer service to donors, volunteers, board members, hospital and Foundation staff and the general public (first point of contact for donors on the telephone and on a walk-in basis).
- Organize and coordinate special projects as required. For example, execution of cultivation and stewardship activities: such as meetings, tours, dinners and other events pertaining to the major gifts portfolio and stewardship plans.
- Respond to donor and volunteer requests as required. Answer phone inquiries and direct calls to the appropriate people for follow-up; engender timely and ongoing communication regarding requests.

**3. Development activity support**

- Provide support for Fundraising Council, Staff and committee meetings.
- Prepares briefing notes and the necessary documentation required for external meetings for the Vice-President, President and Foundation Volunteers.
- Draft agendas, collect and distribute meeting materials.
- Record, write and distribute minutes of meetings as required.
- Provide logistical (transportation, accommodation, meals, A/V and registration) and administrative support for meetings.
- Research and recommend venues for meetings.
- Drafting of agendas and collection and distribution of meeting materials for meetings.

## Relationships:

*Accountability:* **Direct:** Vice President, Juravinski Cancer Centre Foundation  
**Indirect:** Senior Development Officer, Senior Legacy Giving Officer, Development Officer, Major and Planned Gifts

### *Functional Relationships:*

- Leadership Council Members, HHSF Staff, Data Coordinator HHSF
- Juravinski Hospital and Cancer Centre staff, Executive Assistants to the President of JCC and President and CEO of HHSF
- HHSF Public Affairs, JCC Public Relations Specialist

## Candidate Qualifications

### *Education/Experience:*

Post-secondary education in a fundraising/ business and administrative assistant or computer related college diploma or certificate program and 3-5 years of equivalent office fundraising experience and working with a development team.

### *Knowledge, Skill, Abilities:*

- 3-5 years experience in an administrative/fundraising position, the most recent in leadership and/or a major gift fundraising environment
- Demonstrated excellent communication skills (verbal and written), interpersonal, and problem solving skills
- Relevant post-secondary education
- Demonstrated superior organization, flexibility, and multi-tasking skills within a team environment
- High degree of initiative and ability to complete assigned tasks and responsibilities despite interruptions.
- Understand the need for professionalism and patience when communicating with donors and volunteers
- Excellent organization skills with the ability to prioritize a diverse workload within a team environment
- Strong written and analytical skills
- Accuracy and attention to detail is pertinent
- Self-starter, creative and professional
- Proficient keyboarding skills and a demonstrated proficiency in computer applications including Word, Excel, Outlook, the Internet, Powerpoint
- Ability to work in the Raiser's Edge database
- Personal mode of transportation required for meetings and donor visits
- Experience in the health care/fundraising sector an asset

Please submit your resume and letter of interest to:

R. Ali, Vice-President, Development, Hamilton Health Sciences Foundation  
[aliroger@hhsc.ca](mailto:aliroger@hhsc.ca)

We regret that only those candidates who are chosen to move to the next level will be contacted personally. We thank all applicants in advance for their interest in the Juravinski Cancer Centre Foundation and Hamilton Health Sciences.