



Applications are invited from qualified individuals to fill the following position:

VACANCY

**ONE (1) FULL TIME PERMANENT DEVELOPMENT OFFICER, COMMUNITY GIVING
NORTH BAY REGIONAL HEALTH CENTRE FOUNDATION**

The North Bay Regional Health Centre Foundation is seeking a Development Officer who will be responsible for the management of a portfolio of four (4) annual giving programs including Signature Event, Third Party Events and Cause Related Marketing, Gaming and Lotteries. Responsibilities of this position include but are not limited to:

- Managing communication and marketing strategies supporting Foundation programs.
- Executing Foundation signature event (currently Our Hospital Walk/Run)
- Overseeing the organization of all third party events with a view to maximizing financial support, building Foundation profile, and enhancing Foundation relationships in the community
- Soliciting and overseeing cause related marketing initiatives
- Developing and managing a portfolio of prospects and donors that result in solicitation of gifts and sponsorships
- Participating in relationship building and fund development strategies
- Reporting and establishing accountability and stewardship strategies for donors and sponsors
- Securing financial support for the Foundation

The ideal candidate will be an organized individual with excellent verbal, written communication and time management skills. Qualifications include:

- Undergraduate Degree combined with one (1) to three (3) years of progressive fund development experience
- Demonstrated experience with Blackbaud's Raisers' Edge, Version NXT an asset.
- Experience working with fundraising volunteers, preferably in a hospital setting
- Dedicated passion for cultivating donor relationships and donor centred fundraising
- Demonstrated ability to secure, track, record, , steward and recognize donors
- Excellent computer skills with proficiency using Microsoft (Outlook, Word, PowerPoint) as well various databases
- Demonstrated exceptional interpersonal and relationship building skills required
- Proven organizational and administrative skills, including setting objectives and priorities, multi-tasking, problem solving and strong attention to detail
- CFRE designation considered an asset
- Excellent attendance and work record is required
- Must demonstrate commitment to ensure safety, the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization
 - Bilingualism (English/French) is an asset

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

**Interested candidates are asked to submit their resume and cover letter
quoting File [NU F-23-042](#) to: careers@nbrhc.on.ca**

*We are an equal opportunity employer. We thank all applicants for their interest.
An acknowledgement will be sent only to those candidates who will be interviewed.*

NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.

The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

NORTH BAY REGIONAL HEALTH CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER