



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

VACANCY

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

The North Bay Regional Health Centre Foundation is seeking a Development Officer, Major Gifts who is a self-starting individual with aptitude and passion for building relationships with individual, corporate, and foundation donors and prospective donors and colleagues. They will demonstrate an excellent attention to detail, communication and relationship-building skills.

The incumbent will be part of the successful development team raising support through the Mid-Level and Major Gift Programs (Gifts of \$1,000+ annually).

Interaction with medical leaders, clinician partners and volunteers, including our engaged Board of Trustees, in the identification, cultivation and stewardship of donors. The incumbent will also coordinate and implement stewardship plans.

Specific key duties and responsibilities of the role include but are not limited to:

- Manage relationships with prospective donors and identify, qualify, cultivate, solicit, and steward current Mid-Level & Major Gift donors
- Develop and craft strategic proposals based on short and long-term funding goals of the organization
- Develop and execute a stewardship journey to engage major donors including events, personalized communications, collateral, and other content
- Develop and implement stewardship plans for each major gift donor
- Collaborate with Director of Philanthropy (DOP) on impactful major donor communications
- Drive the acquisition, engagement, management, and retention of NBRHC Foundation's mid-level and major donors
- Create major donor plans to achieve financial goals established by the Foundation
- Collaborate with DOP to establish performance metrics for major gifts program (including those other than financial), monitor results, and evaluate effectiveness
- Collaborate with DOP to define a sustainable major donor journey, and create the mechanism for monitoring and tracking
- Record all moves management in CRM (Raiser's Edge) and provide recommendations for the Foundation to follow best practices on major donor data collection and use
- Work collaboratively to build a 'culture of philanthropy' within NBRHC, inviting appropriate staff and/or volunteers to participate in qualification, cultivation, solicitation, or stewardship activities as appropriate
- Presentations to local community groups and organizations
- Able to conduct prospect research using a variety of tools
- Maintain records in the donor database (Raiser's Edge) related to your portfolio
- Create reports that reflect portfolio activity and progress toward achieving goals
- Willingness to build professional community profile, by attending and participating in events in our community and presence on social media
- Writing donor-centric thank you letters, proposals, patient and/or donor testimonials, articles and other communications materials
- Collaborate with CEO, DOP and Development Staff in the development and execution of Foundation's annual marketing and communications plan
- Other activities contributing to the success of the NBRHC 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 centered 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

THE ORGANIZATION

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit www.nbrhc.on.ca

THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit www.northbay.ca

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-23-046](#) 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.