



Coordinator, Development and Donor Relations

The Montreal General Hospital Foundation

The Opportunity

The Montreal General Hospital Foundation is currently seeking a dynamic, professional and personable coordinator to join our team in the role of Coordinator, Development and Donor Relations. Reporting to the Vice-President, Development, the Coordinator, Development and Donor Relations will be a key member of the Foundation's team and will join a dedicated group of energetic professionals working to position the Foundation for future growth and success as a leader in healthcare philanthropy. The incumbent will provide crucial support to the major gift development team in order to coordinate fundraising and stewardship efforts.

About the Montreal General Hospital Foundation

CODE LIFE: The Montreal General Hospital Foundation's mission is to provide vital support for vital care at the Montreal General Hospital, the McGill University Health Centre and, more broadly, within the McGill Academic Health Network.

We champion actionable opportunities to support excellence and innovation in healthcare that transform the lives of patients present and future. Thanks to the generosity of our donors, our CODE LIFE campaign has raised a record amount of \$110 million, which we are deploying strategically to fund cutting-edge research, life-saving equipment and impactful clinical programs. CODE LIFE is our rallying cry to unite donors, philanthropic partners and medical leaders so that, together, we find solutions to the many challenges we face in healthcare.

Role Description

The Coordinator, Development and Donor Relations will be an energetic, organized and enthusiastic professional, with strong interpersonal skills to be confident and comfortable reaching out to a diverse group of major gifts prospects, donors, volunteers and medical professionals.

At ease in a fast-paced environment, the Coordinator, Development and Donor Relations is passionate about the MGHF's mission and is an effective organizer and team player. He/she will be comfortable using a donor database and embrace our data-driven tracking and reporting approach.

The Coordinator, Development and Donor Relations will provide administrative support to the development team, with the organization of donor meetings, hospital tours, small fundraising events, planned giving clerical tasks and reporting (60% of him/her time). He/she will help the team foster the foundation's donor and identify new major gift prospects by making thank you calls, maintaining the database updated and entering contact reports (40% of him/her time). The incumbent will play a key role in ensuring development and continuing the strength of relationships between the Foundation, medical leadership, donors and other key stakeholders, which are instrumental to the Foundation's ongoing impact on patient care.



The Coordinator, Development and Donor Relations will:

- Provide administrative support to the Major Gift Development team by: booking donor meetings, organizing hospital tours, doctor's presentations, stewardship meetings. He/she will coordinate calendars, prepare agendas and briefings, book meeting rooms and liaise with the medical staff.
- Provide clerical support to the planned giving director.
- Support the leadership team in the engagement and stewardship of board members, board emeritus and key volunteers.
- Identify high-capacity and high-interest donors through, thank you calls and lapsed donors, volunteer engagement, and research in collaboration with the Annual Campaign and Communications team.
- Help maintain the donor database by entering contact reports, briefing notes, updating donors contact information, entering follow-up actions and key point-of-contact.
- Keep the prospect pool updated with identified leads, donor interests and pertinent information.
- Answer the phone and greet visitors during the receptionist's lunch and vacations (alternating with the other coordinators)

Other desired characteristics:

Requirements

- College degree or studies in a related field or equivalent combination of education and experience.
- Minimum of 3 years experience in project management, coordination and customer service.
- Superior organizational skills to manage a large and diverse pool of major gift initiatives.
- Excellent verbal skills in French and English are required, as are proficient writing abilities in French and English. At ease with presentations and have a proven ability to relate to diverse groups of people with effective and articulate communication.
- Superior interpersonal skills to develop and maintain a broad range of relationships as well as engage stakeholders both internally and externally.
- Intuitive with people and thoughtful about interpersonal interactions, sound judgment and high emotional intelligence.
- Comfortable working with Microsoft 365 tools (Teams, Planner, Word, PowerPoint, Excel, etc.)
- Experience in working with donors or board members (an advantage).
- Strong analytical skills to identify prospects through research and conversations.
- A high degree of personal integrity and tact.
- A strong work ethic, combining energy, enthusiasm, tenacity, initiative, resourcefulness and solid organizational abilities.
- Experience in working with a donor database (an advantage).