



Jewish  
General  
Hospital  
Foundation

## DIRECTOR, COMMUNITY ENGAGEMENT

### **ADVANCEMENTS IN HEALTHCARE ARE MADE HERE.**

Since 1969, the Jewish General Hospital Foundation has been a vital source of support for the JGH to enhance its extraordinary patient care, further scientific discovery, and transform healthcare delivery through innovation. We partner with inspired community members to implement a wide variety of fundraising initiatives to achieve these ambitious goals.

We are a vibrant team of professionals and an organization committed to empowering you to take on a pivotal role in this vital ecosystem. Together, we continue to enable awe-inspiring medical breakthroughs and drive the Jewish General Hospital forward—for the betterment of all Quebecers and beyond. Join us!

### **THE OPPORTUNITY**

Reporting to the Associate Vice President, Development, the Director, Community Engagement will assume a pivotal role within the organization. We are looking for a teammate who will leverage their industry experience and skills to help the JGH Foundation continue to grow and build for a successful future by proactively managing our Events Portfolio as part of our community engagement efforts.

### **DUTIES AND RESPONSIBILITIES**

#### **Strategy and Planning (25%)**

- Create strategy for our signature events, 3<sup>rd</sup> party events and in-house hospital events that ensure adherence to our primary objectives of general awareness and reputation-building as well as raising funds via donor acquisition and retention.
- Create short, medium, and long-term plans to ensure sustainability and growth (where required) of the events.
- Ensure the Events and Community Engagement Department is strategically staffed, as well as supported by the required volunteers and committees to ensure the above objectives are met.
- Create a comprehensive calendar of all events, ensuring strategic and noncompeting timelines.

### **Oversight and Execution (60%)**

- Proactively manage the annual budget for the Events and Community Engagement Department.
- Evaluate said budget and return on investment for each event by analyzing revenue/expense ratios, attendance metrics, and overall contribution to the strategic plan, making recommendations for modifications when required.
- Work in close partnership and collaborate with other internal departments (Marketing and Communications, Finance, IT) for the support required relating to events.
- Lead, inspire and manage the Events and Community Engagement Department team.
- Solicit sponsorships for events.
- Negotiate agreements with service providers.
- Ensure compliance with Revenue Canada and provincial legislation pertaining to charitable activities and events.
- Ensure the accurate tracking of event proceeds, track payments against commitments, and ensure that thanks you letters and tax receipts are issued in a timely manner.

### **Volunteer and Community partners management (15%)**

- Identify and manage volunteer leadership, including committees, co-chairs and honourees.
- Proactively manage relationships with 3<sup>rd</sup> party event partners.
- Maintain strong relationships with all stakeholders, including hospital partners, volunteers, sponsors.

### **QUALIFICATIONS AND REQUIREMENTS**

- Undergraduate degree in a related field
- A minimum of 5 years of experience managing events
- A minimum of 5 years of experience leading a team
- Ability to work in both French and English (oral and written)
- Ability to take initiative and embrace challenges
- Strong communication skills and ability to work independently as well as part of a team
- Experience in the charitable sector an asset
- Knowledge of Raiser's Edge, Team Raiser, or Luminare an asset



## **KEY INFORMATION**

- Salary range: \$97,000 - \$131,000
- Regular full-time position (35 hours / week)
- Competitive benefits package, including group retirement plan with employer match
- Hybrid work environment
- For more information on how the JGH Foundation is working wonders, consult our latest Annual Report.

## **DIVERSITY, EQUITY, INCLUSION AND BELONGING STATEMENT**

The JGH Foundation is a proud equal-opportunity employer and we are committed to creating an inclusive workplace that allows all of our people to reach their full potential. A diverse team with a genuine passion for our cause is the key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply. However, only those applicants selected for an interview will be contacted.

