



Jewish
General
Hospital
Foundation

COORDINATOR, EVENTS

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 Director, Community Engagement, the Coordinator, Events will assume a pivotal role within the organization. We're 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.

DUTIES AND RESPONSIBILITIES

- Organize and execute multiple events (internal and external) simultaneously and act as a liaison for our Development and Marketing & Communications teams for tasks related to these events.
- Manage budgets related to events, complete expense reports, track invoicing and payments, liaise with vendors on purchasing and payments.
- Create, edit, and format materials, correspondence and content related to events including but not limited to letters, event lists and online donation platforms.
- Convene and manage meeting logistics, prepare meeting agendas and minutes, and track progress of action items.
- Input accurate information into the donor database (Raiser's Edge), create queries to extract information from the database to build various lists relating to events, and maintain the accuracy of these lists.
- Ensure the accuracy of donation tracking for events.
- Nurture productive and collaborative internal and external relationships with suppliers, volunteers, and all other stakeholders.

QUALIFICATIONS AND REQUIREMENTS

- Completion of a Certificate or Diploma in Administration, Fundraising, or related field degree in a related field.

- Minimum of two years' experience in a similar position.
- Knowledge of Microsoft Word, Excel, and PowerPoint.
- Ability to take initiative and embrace challenges.
- Proactive approach to assigned tasks.
- Strong communication skills and ability to work as part of a team.
- Above-average time-management skills.
- Ability to maintain strict confidentiality.

KEY INFORMATION

- Salary range \$50,000-70,000
- Regular full-time position (35 hours / week)
- Some evenings (monthly) and weekends (on occasion) are required
- Competitive benefits package, including group retirement plan with employer match
- Hybrid work environment
- For more information on how the JGH Foundation is making more tomorrows, 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.

