



Jewish
General
Hospital
Foundation

TEAM LEAD AND EXECUTIVE ASSISTANT, DEVELOPMENT

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 Development Officers (DOs) and the Associate Vice-President, Development (AVP), the Team Lead and Executive Assistant, Development will oversee the workflow of the Executive Assistant (EA) Team and provide administrative support to the DOs in order to help facilitate their fundraising capabilities.

DUTIES AND RESPONSIBILITIES

Executive Assistant:

- Provide proactive gift management support for senior Development Officers (DOs), including tracking actions, sending letters and receipts to donors, and completing gift commitment documents.
- Write, edit and format a variety of correspondence required for the appropriate acknowledgement of donations.
- Proactively organize and convene meetings, ensure the preparation of agendas and minutes, and track progress of action items.
- Input and extract information from the data management database Raiser's Edge.
- Support and contribute to the rolling out of new processes relating to gift management.
- Prepare donation agreements, proposals, and supporting internal documents relating to Major Gifts.
- Manage incoming donations log and ensure all relevant details are correct to ensure timely processing of donations.
- Assist with donor-related events, such as in-person meetings, hospital tours, recognition receptions, etc.

Team Lead:

- Act as the first point of contact for EA inquiries related to operational or procedural matters.
- Create, implement, and oversee strategies, internal processes and workflows in collaboration with the AVP to enhance the EA team efficiency and proactivity.
- Lead weekly EA team huddles to foster efficiency, promote open communication, address workflow challenges, and optimize productivity through task redistribution.
- Ensure that EAs are delivering on key functions in a timely manner.
- Clearly communicate new policies and procedures to the EA team, provide training as needed, and ensure proper implementation through follow-ups.
- Continually foster proactivity within the EA team by identifying training needs, organizing supplemental sessions, and developing internal practices to enhance skills, alleviate DO workloads, and improve operational efficiency.
- Attend weekly Development Team huddles to ensure transference of relevant information to EA team.
- Approve vacation and wellness days for EAs, ensure adequate coverage during extended EAs absences to maintain support for DOs, and step in to provide coverage when necessary.
- Coordinate coverage for reception when appropriate and step in to cover if needed.
- Act as a resource to the Associate Vice-President, Development for various needs of the Development Team (i.e. Dev Team trainings or activities, moves, etc.)
- Dispatch and allocate EA resources to assist other units during peak periods, prioritizing workloads to ensure organizational efficiency.

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)
- 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.

