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Keeping families close™

**Opportunity:**

**Capital Campaign Assistant**

RMHC® Atlantic is seeking a motivated, organized, detail-oriented, and approachable individual to support the successful administration of a major gift fundraising campaign. This position is a one-year contract position, with the possibility for extension based on campaign progress.

Given the scope and range of campaign responsibilities, it is most important that the Campaign Assistant possess an openness to learn new skills, be flexible, and have a strong handle on the art of prioritization. Training and mentorship can be provided for technical skill development where gaps in qualifications and experience exist.

**Job Summary:**

Reporting to the Campaign Director, the Campaign Assistant is a core member of campaign operations and is responsible for select project coordination, drafting professional written communications, and office administration to best support the successful implementation of a major fundraising initiative. This role requires strength in logistics management, written/verbal/phone communications, attention to detail, and the ability to advance administrative projects with confidence and ease. This role is a full-time, term position.

The Campaign Assistant advances the mission of RMHC Atlantic in a manner consistent with the excellent quality of services, programs, and outreach provided to our community since 1982. In the spirit of teamwork, the Campaign Assistant engages in organization-wide initiatives including, but not limited to, annual fund projects and events, mission-delivery initiatives, and training opportunities.

**Key Responsibilities:**

*Campaign Administration*

- Coordinate logistics pertaining to campaign activities including, but not limited to, travel & accommodations, scheduling, meeting facilitation, and mailing initiatives.
- Actively support event planning, on-site event logistics and basic tech support for campaign donor events, cabinet gatherings and community sessions.

- Manage campaign data records (Donor Perfect) and tracking documents to support task coordination and record-keeping for campaign gifts, prospecting, interaction logs and contact info.
- Take meeting minutes and prepare call reports for campaign meetings, internal prospect development meetings, and/or community outreach meetings.
- Support pledge fulfillment and tracking; conduct follow-ups with donors to retrieve signed documentation outlining payment and recognition details
- Engage in campaign stewardship activities, such as thank you calls, notes, and tours
- Track and report on weekly activities, outstanding tasks and pending actions to maintain ongoing advancement of campaign work and clear communications with the team

#### *Campaign Communications*

- Customize proposal templates and prepare collateral packages for donor solicitations; support content development and editing of other written communications and funding applications
- Support preparation and delivery of campaign progress reports and impact reports for internal and external stakeholder groups
- Prepare and amend campaign marketing materials, impact reports and email updates using programs like Microsoft Suite, Adobe DC and InDesign. (training can be provided)
- Conduct high-level prospect research for biographical, financial and contact information; prepare snapshot briefs to present findings (training can be provided)
- Liase with staff, Board Members, donors and volunteer leadership to successfully coordinate projects and conduct high-quality work

#### *Fund Development*

- Participate in organization-wide and fund development team meetings
- Be able to speak to the mission, projects and fundraising needs of RMHC Atlantic in response to community inquiries
- Monitor news and charitable publications for potential giving opportunities
- Support community outreach initiatives to solicit and spread awareness of the campaign
- Other duties as required

#### **What You Thrive On:**

- Creating positive community impact through consistent, reliable, and timely logistics and administration leadership
- Working with technology, databases and spreadsheets to efficiently advance projects
- Carrying out a high volume of procedural tasks with integrity and thoroughness
- Preparing concise, practical, and professional written communications
- Balancing multiple priorities, projects, and stakeholder groups
- Identifying and sourcing practical solutions to process bottlenecks
- Achieving and exceeding mutually agreed upon performance targets, personally and as part of a larger team
- A continuous commitment to learning and growth, personally and professionally
- Strong written and verbal comprehension of the English language. French language proficiency is considered a strong asset.

## **Hours and Location**

The RMHC Atlantic Development Office is located at 5151 Terminal Road Halifax, NS. Some travel may be required. Consideration

Generally, 8:30am – 4:30pm Monday – Friday. RMHC Atlantic provides staff with flexible work hours as evenings and weekends are occasionally required.

Consideration will be given to remote work applicants within the Maritime provinces (PE, NB or NS).

## **Compensation**

Salary: \$39,000 - \$46,500

Benefits:

- Health & Dental Benefits (RMHC Atlantic contributes \$2500 towards the cost of plan enrollment)
- \$300 Wellness Fund
- 3 weeks' vacation, annually
- Paid sick/wellness time

## **How To Apply:**

- Please provide a resume and cover letter by November 28th 2022 to [jill@rmhcatlantic.ca](mailto:jill@rmhcatlantic.ca)
- In-person interviews may be hosted during the day, evening or weekend by request
- Interviews will be ongoing throughout the posting period

RMHC Atlantic is committed to fostering a collegial culture grounded in diversity, equity, inclusion, access and belonging. In an effort to honour diversity, equity and inclusion, we invite all applicants to self-identify.

We thank all applicants for your interest in RMHC Atlantic. In honour of your time, interest and commitment to our project, we will strive to contact all applicants.

## **About RMHC Atlantic**

Ronald McDonald House Charities® Atlantic helps families with sick children stay together and near the medical care they need.

Our programs include Ronald McDonald House® in Halifax, a "home-away-fromhome" for out-of-town families with sick children, and Ronald McDonald Family Rooms® in Halifax and Moncton, which provide oasis of calm and support inside the hospital. Each year, we help more than 2,000 families from across the Maritimes through our House & Family Rooms.

RMHC Atlantic is a non-profit organization. We depend upon charitable donations and volunteer support from many individuals, corporations and foundations to fulfill our mission. We are also sincerely grateful for the support of our founding and forever partner, McDonald's

For more information on our organization and the excitement surrounding the upcoming construction of our new House, visit [rmhcatlantic.ca](http://rmhcatlantic.ca).

## **Our History**

Since opening our doors in Halifax in 1982, RMHC Atlantic has helped more than 25,000 families that have stayed with us when they had to travel to Halifax for medical treatment. Our House is one of 16 Houses across Canada and one of more than 360 around the world.

In 2007, we opened the first Ronald McDonald Family Room in Canada at the IWK Health Centre, and in 2011 we opened a second Family Room at The Moncton Hospital.

### **Working With Us!**

*“Love what you do and know that it matters”*

RMHC Atlantic is committed to fostering a collegial culture grounded in diversity and inclusiveness. We encourage applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who contribute to the diversity of our community.

We select the best employees based on their qualifications, skills, knowledge and commitment. RMHC Atlantic also recognizes that candidates and/or employees may request accommodations to participate or perform to the best of their abilities. As per regional labour standards and national human rights guidelines, reasonable workplace accommodations and adjustments will be granted.

### *We're Making More Room For Love! – Opening 2024!*

We're proud to support approximately 600 Maritime families each year. Unfortunately, in recent years, we've had to turn away hundreds of families who came to us for help-and the demand continues to increase. Without a place to stay, families face being apart from one another at a time when their love and presence is so vital. While we have made some changes to our current space, we are limited in how we're able to modify the physical infrastructure to adequately address these important concerns.

We're building a larger, more modern facility that will enable us to serve an additional 600 families per year, and offer 6,570 more nights of comfort for families with sick children.

For more information, visit [moreroomforlove.ca](http://moreroomforlove.ca).