



SEEKING THE **BEST** ADMINISTRATIVE ASSISTANT



The Ottawa
Hospital | L'Hôpital
d'Ottawa

Are you creative, inquisitive and thrive on building donor relationships? Do you want to make a difference in your community?

The Ottawa Hospital is one of Canada's largest learning and research hospitals, with more than 1,100 beds, approximately 12,000 staff members and an annual budget of about \$1.2 billion.

Our focus on learning and research helps us develop new and innovative ways to treat patients and improve care. As a multi-campus hospital affiliated with the University of Ottawa, we deliver specialized care to the Eastern Ontario region, but our techniques and research discoveries are adopted around the world. We engage the community at all levels to support our vision for better patient care. From the compassion of our people to the relentless pursuit of new discoveries, The Ottawa Hospital never stops seeking solutions to the most complex health-care challenges.

The Foundation's (TOHF) purpose is to inspire and enable support for the highest quality health care and world-class research at The Ottawa Hospital.

At TOHF, we are proud to have what we believe to be the best, the brightest and the most dedicated employee team in the entire country! We have worked hard to create a work environment that fosters collaboration, creativity and work satisfaction for all of our employees. Consistently, we are ranked as one of the highest performing foundations in Canada.

The Foundation is in the early stages of a transformative Capital Campaign that will be unprecedented in our city and we are currently recruiting the best candidates to our team to play critical roles in our success.

"I am proud to be leading The Ottawa Hospital Foundation as the health care landscape of our city is transformed with the redevelopment of the Carling Avenue Campus. We want the best staff to join our exceptional team as we prepare for this generational opportunity."

Tim Kluge, President and CEO, The Ottawa Hospital Foundation

Our current opportunities include the following three positions: *Research and Prospect Management Officer, Administrative Assistant, Community Engagement and Business Development & Administrative Assistant, Donor Relations and Recognition.* For more information, please refer to [our website](#)

About the Administrative Assistant, Donor Relations and Recognition

We are challenging all energetic, self-motivated and results-oriented individuals to apply to join our exciting, dynamic and donor-centered team! We are currently searching for an **Administrative Assistant** to join our fundraising team.

Reporting to the Donor Relations and Recognition Officer, the Administrative Assistant will provide program and administrative support to our team. The Administrative Assistant will work closely with the Donor Relations Officer to provide the highest level of service to our various stakeholders i.e. donors, staff, volunteers and public.

"If supporting a team, providing exceptional customer experience and celebrating community support sounds exciting to you, I encourage you to join the great team at The Ottawa Hospital Foundation."

Chris Page, Donor Relations and Recognition Officer

About The Ottawa Hospital

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IN THIS POSITION YOU WILL:

- Provide administrative support to the Donor Relations team managing the Foundation's Donor Relations and Recognition Program.
- Support Donor Relations team with various tasks pre, during and post events (i.e. correspondence, organizing logistics for meetings/events, processing invoices, monitoring Donor Relations inbox and phone, coordinate print production for event collaterals, kit assembly, event participant fulfillment, and other administrative tasks)
- Provide superior customer service to donors, TOH and OHRI staff in person and by phone, as well as when greeting guests or assisting with general enquiries
- Ensure accuracy and integrity of donor records by maintaining and updating donor and event information in Raiser's Edge
- Demonstrate proficiency in the administrative duties of Raisers Edge and its processes including recognition and event administration

EXPERIENCE:

New graduates who show incredible potential will be considered, however preference will be given to candidates who have a solid 3-5 years' experience in an office environment supporting multiple people. Experience in the charitable sector inspiring philanthropy is preferred but not mandatory.

KNOWLEDGE, SKILLS AND ABILITIES:

- Superior administrative skills and knowledge of administrative protocols, office procedures and practices to provide daily professional administrative assistance to the Donor Relations team members
- Superior attention to detail and exceptional organizational skills
- Experience in data processing and with data management systems
- Extensive experience with all components of Microsoft Office (especially Word, Excel and PowerPoint), and SharePoint is required.
- Experience with the Raiser's Edge Program
- Strong communication skills (verbal and written) are required. Given the language skills of our community, bilingual skills would be considered an asset
- Maintains critical relationships with the highest level of confidentiality and sensitivity
- Ability to demonstrate flexibility in juggling various tasks
- Post-secondary diploma from a recognized community college, or equivalent

OPERATIONAL REQUIREMENTS

Ability to work evening and weekends as required

BENEFITS:

The true benefit of working with The Ottawa Hospital Foundation comes from the ability to work on a team that is making a difference in our community. Everything we do has a direct impact on improving the lives of people in the Ottawa region every day. In addition to an exceptional and collaborative work environment, The Ottawa Hospital Foundation also offers an excellent compensation and benefits package, and values and supports ongoing professional development opportunities for all members of our team.

We believe that our people are our strength. Our success stems from our ability to attract and retain the best people who have a passion for our community's health care system and want to make a difference in your community. If you are looking for a truly unique career opportunity and a chance to work for an established, successful organization, The Ottawa Hospital Foundation is the ideal place for you. Apply today via email at tohf-jobs@toh.ca.

Please forward your resume and cover letter outlining your experience, salary expectations and why you think you would be a suitable candidate for this position by **Friday, February 1, 2019**. Your application should be saved in the following format Firstname_Lastname_Jobtitle.

We are committed to employment equity. The Ottawa Hospital Foundation would like to thank all applicants in advance and advise them that only candidates selected for an interview will be contacted.

JOB CONTACT INFORMATION:

Human Resources

The Ottawa Hospital Foundation 737 Parkdale Avenue, 1st Floor Ottawa, ON K1Y

1J8 (Fax) 613 761-5014

E-mail TOHF-jobs@toh.ca

