



SEEKING THE **BEST** DEVELOPMENT OFFICER, THE RIDE



The Ottawa Hospital | L'Hôpital
d'Ottawa

Are your networking skills top-notch? 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 Ottawa Hospital Foundation's (TOHF) purpose is to inspire and enable people to support the highest quality health care and world class research at The Ottawa Hospital.

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

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.

TOHF is 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 a **Development Officer**.

Reporting to the Director, Community Engagement & Business Development, the Development Officer serves as a fearless business development specialist for our Signature Peer to Peer Fundraising Event, THE RIDE. Actively supporting prospecting and recruiting of new teams, sponsors, participants and supporters is paramount for this role.

Our current opportunities include the following five positions: *Campaign and Special Projects Officer, Research and Prospect Management Officer, Development Officer, Development Officer – The Ride, Administrative Assistant.* For more information, please refer to our website: <http://ohfoundation.ca/about-us/join-our-team>

“We’re excited to have someone join our team who recognizes opportunities and thrives on the challenge of uncovering new participants and sponsors - someone who wants to build relationships and finds providing outstanding customer service is a natural extension of who they are personally and professionally. If you can imagine living, breathing and dreaming THE RIDE, this is the right role for you!”

Kelly Goulet, Director, Community Engagement & Business Development

About The Ottawa Hospital

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IN THIS POSITION YOU WILL:

- Build on the success of our RIDE program and help to create new business opportunities
- Support the overall revenue and recruitment goals by supporting increasing team and participant numbers, in addition to supporting the on-going development, management and stewarding of existing supporters
- Be driven to exceed event participation goals and form key relationships with a multitude of corporate and community “prospects” to engage them with THE RIDE and confirm their support of research at The Ottawa Hospital
- Support the project management of the overall event experience and act as the key point person in liaising with team leaders/participants, and internal stakeholders to support the financial success of the event.

EXPERIENCE:

Minimum of three to five year of progressive experience working in a front-facing role for an organization of similar scope and complexity in the not for profit sector.

KNOWLEDGE, SKILLS AND ABILITIES:

- You are a self-starter, never hesitate to pick up the phone, a team player, and don’t watch the clock. You thrive on being “out there” support pitching to potential supporters. When tedious administrative tasks are assigned, you don’t complain and understand “other duties as required” is part of life.
- A strong sense of initiative combined with an appropriate level of assertiveness so as to proactively reach out to others on behalf of the Foundation
- An entrepreneurial mindset and belief in our mission
- Business maturity and strong emotional intelligence
- Flexible, adaptable and able to speak to diverse audiences in a multitude of forums
- Strong presence, poise, persuasiveness, and the self-confidence to earn credibility with senior management and to earn the support of volunteers at all organizational levels
- Strong business acumen, results-driven and metrics focused with strong analytical evaluation and assessment skills – you “get” the whole picture
- Experience developing and implementing business processes with excellent follow-through skills & diplomacy
- Excellent organizational and project management skills – the ability to take a project from conception to successful completion
- Experience in working and managing relationships with internal/external stakeholders
- A total team player who is individually accountable
- Bilingualism is considered an asset

OPERATIONAL REQUIREMENTS:

- Ability to work evening and weekends as required
- Excellent computer skills including MS Office products
- Working knowledge of Raiser's Edge Database/Blackbaud Products and Sharepoint would be an asset
- Must have a valid driver's license and access to a vehicle

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.

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 September 14, 2018. Your application should be saved in the following format Firstname_Lastname_Jobtitle. Apply today via email at tohf-jobs@toh.ca.

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
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