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For *better* healthcare it's **our place to give**

***Nanaimo & District Hospital Foundation  
Communications & Event Coordinator***

The Nanaimo & District Hospital Foundation was founded on December 30, 1977 as a means for grateful patients and loved ones to support Island Health facilities. Today, our organization is supporting our region's healthcare facilities with major fundraising campaigns for critical medical equipment, construction projects and programs that provide the best and highest level of healthcare to the residents in the Central and North Island.

***Donors are the most important part of our work. Every donor needs to be treated with kindness, respect and dignity.*** Our donors help provide Island Health the highest quality healthcare services for everyone who needs them right here at home. Since inception, the Foundation has stewarded donations to support improved facilities and has assisted in the funding of leading edge medical equipment to ensure our healthcare professionals have the tools they need to do their jobs.

The ***Communications & Event Coordinator*** is responsible for the planning and full delivery of all social media and advertising programs including the planning, set-up and follow through. This role is responsible for maintaining brand integrity and content management for the Foundation's website and public relations platforms. The Communications & Event Coordinator will drive revenue growth and stakeholder engagement through the delivery of key communications strategies through various channels, including community initiated events.

This full time permanent position reports to the Director of Development and is a key role within our Development Team.

**Key Responsibilities:**

**Communications**

- Manages all social media platforms to include posts and responses on behalf of the Foundation
- Offers support and guidance for the two subsidiary businesses for their social media programs
- Manages the Foundation website including design, maintenance, and continual review of content quality
- Manages brand integrity and integration for the Foundation and its two subsidiary companies
- Works with internal and external key communication partners
- Develops Donor Impact reports as required
- Develops and manages Donor Newsletters
- Drafts Press Releases
- Works with Foundation stakeholders and responds with sensitivity and professionalism to all internal and external inquiries
- Supports the Foundation and its two subsidiary companies by developing collateral and content for all fundraising & business initiatives including mailings, brochures, posters, handouts, print ads, case statements and all other collateral as required



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### Events

- Plans and delivers the Foundation's signature Golf for Life event
- Supports the delivery of Events including Donor recognition, awareness, stewardship, education & celebration
- Provides support for the planning & delivery of community initiated Special Events supporting the Foundation

### Administration

- Works closely with the Development Administrator on appeal analytics and campaigns
- Maintains a photo library and applicable privacy requirements for media and public relations images
- Supports the planning and delivery of all collateral and communications for all Campaigns and Appeals
- Supports data entry, management and analysis of events

### Essential skills:

- Experience in providing communications support for a diverse portfolio of donors, volunteers, stakeholders and community
- Working knowledge of website maintenance and development
- Experience in leading integrated Social Media campaigns
- Event and project management experience
- Understanding of CRM software or nonprofit databases

### Qualifications considered an asset to this role:

- Positive team player, passionate about making a difference in Healthcare & Philanthropy
- Diploma or Post-Secondary coursework in Communications, Media, or Public Relations
- Diploma or Post-Secondary coursework in Project or Event Management

If you are a passionate fundraising professional and are looking for a new exciting challenge, we would love to hear from you. This role includes some evening and weekend work as required. Nanaimo & District Hospital Foundation offers a competitive salary and excellent benefits package, including a pension plan. If interested please e-mail your cover letter & resume, in confidence to [janice.krall@islandhealth.ca](mailto:janice.krall@islandhealth.ca). This posting will remain open until the successful candidate is found.

**Please note:** The Foundation office is located within Nanaimo Regional General Hospital and in accordance with the Provincial Health Order, all employees must provide proof of double COVID-19 vaccination.