



Events and Engagement Assistant

Full time permanent

St. Mary's General Hospital

Located in the heart of Kitchener, St. Mary's General Hospital has served the community since 1924 and is celebrating 100 years serving our Region.

St. Mary's is a special place where inspiring acts and life-changing events happen every day. More than 2,000 staff, physicians, and volunteers provide outstanding, compassionate care across its clinical focus areas: Cardiac Care, Respiratory Care, Day Surgery, General Medicine, 24/7 Emergency Care.

St. Mary's Regional Cardiac Care Centre provides advanced services to more than 1.4 million, residing across Waterloo, Wellington, Dufferin, Grey, Bruce, Huron, Perth, Oxford, Brant, Norfolk, and Haldimand counties.

We are situated on land that is the traditional home of the Haudenosaunee (Ho-DEH-no-show-NEE), Anishinaabe (Ah-NISH-nah-bay) and Neutral Peoples. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions Indigenous peoples have made in shaping and strengthening this community. Our commitment to building (supporting) a community rooted in inclusion and equity will never waver. Through our efforts and support of the hospital we will expand equitable access to high quality care.

St. Mary's General Hospital Foundation

Because the Ontario government does not provide funding for the purchase of new or replacement medical equipment, the Foundation's role is to fill that funding gap by inspiring the community to invest in the hospital's mission of hope and healing.

Our team raises more than \$10 million annually to ensure St. Mary's is prepared and equipped to provide the best possible care when it's needed. Inspired by the selflessness of St. Mary's donors and medical staff, we strive to deliver maximum financial impact for both the hospital and its supporters. With no shortage of inspirational stories to be told and new opportunities to pursue, there is rarely a quiet or routine day at the Foundation.

Foundation employees receive a competitive salary, benefits, and vacation allotment and gain membership in the HOOPP pension plan. Also, we offer:

- flexible work hours
- funds and time to engage in professional development
- quarterly team social gatherings
- registration to attend work-related community functions
- summer Fridays – long weekend Fridays off

St. Mary's provides a hybrid working environment with a requirement of 3 days in the workplace (Hospital, Foundation, Event location).

To learn more, visit www.supportstmarys.ca

Your Next Adventure:

Ready to dive into a world of healthcare and community building? We're on the hunt for a dynamic individual to join our team as the Events and Engagement Assistant, reporting directly to our Event Manager. As a crucial member of our Development Team, you'll be at the forefront of making magic happen through the planning and execution of our spectacular events.

But that's not all! You'll also get to play a pivotal role in supporting our third-party events and peer-to-peer fundraising initiatives, adding your own creative flair to our endeavors.

This role is focused on achieving the Foundation's goals and business objectives through executing and supporting all events and fulfilling event sponsor obligations.

You will work directly with the Event Manager and support our Third-Party events + Peer-to-Peer fundraising initiatives:

- Support relationships with third-party event organizers.
- Work with a fulsome third-party event program.
- Research, cultivate and secure net new third-party events.
- Support peer-to-peer fundraising initiatives through digital and online support, in collaboration with the Communications and Marketing Team.

Also included in this role is hospital staff engagement:

- Support the Event Manager in every aspect of event planning and execution.
- Creatively implement program(s) to build a culture of philanthropy among the staff of St. Mary's General Hospital.
- Collaborate with Foundation staff on creative and operational details.

Key responsibilities include:

- Work in partnership with the Event Manager and Communications and Marketing team to support promotion and recognition of special events, third-party and peer-to-peer initiatives, and hospital staff engagement activities, leveraging Foundation tools and communications channels.
- Contribute to the Foundation event volunteers and committee's plan.
- In partnership with the Event Manager, execute annual event sponsorship packages.
- Explore new events, including third-party, for the Foundation to achieve our strategic priorities.
- Support of donor recognition and stewardship events and initiatives in collaboration with the Donor Relations and Stewardship Coordinator.

Skills, Experience & Knowledge:

- Minimum three (3) years of experience planning or supporting special events or initiatives with a client or community focus.
- Ability to work proactively, in a fast-paced environment, managing competing priorities and timelines.
- Proficient in Microsoft Word, Excel, Publisher, and Outlook.
- Familiarity with Raisers Edge, Canva and Adobe Creative Suite is an asset.
- A valid driver's license and access to a vehicle are required.
- Available to work weekend and evening hours, as required.
- Strong interpersonal skills and adept at using tact, diplomacy and discretion with clients, donors, agency partners, suppliers and Foundation and hospital staff.
- Team player with demonstrated ability to work independently with minimum supervision and ability to manage yourself effectively in a changing environment with multiple conflicting demands.
- Meticulous attention to detail and excellent organizational, project and time management skills.
- Previous experience in fundraising or a not-for-profit environment is desirable.

Above all we are looking for a great team player with the ability to contribute quickly and with enthusiasm toward a donor-centered fundraising approach. Qualified applicants are invited to submit their resume and cover letter in one document/attachment by email to kparker@supportstmarys.ca.

St. Mary's General Hospital Foundation is committed to equity and diversity and welcomes applications from racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ2S+ persons. We are committed to creating a barrier-free environment, accessible organization, and will work to accommodate any needs under the *Accessibility for Ontario for Disabilities Act* and the *Ontario Human Rights Code*. If you're interested in this role but don't see yourself fully reflected in the requirements of the posting, we still encourage you to apply or reach out to learn more by emailing kparker@supportstmarys.ca

Hours per week: 37.5

Salary band: \$47,000- \$55,000

Benefits, Pension (HOOPP), Annual Vacation and Hybrid Work / Flexible Hours

CLOSING DATE: May 15, 2024

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.

St. Mary's General Hospital Foundation
435 The Boardwalk, Suite 300
Waterloo, ON N2T 0C2
kparker@supportstmarys.ca