

## Development Officer, Events and Community Engagement

### THE OPPORTUNITY:

**Behind every great fundraising initiative is someone who thrives on organization, cares deeply about the details, and understands the power of donor support. At London Health Sciences Foundation (LHSF), we're looking for that someone—a driven and enthusiastic Development Officer, Events and Community Engagement—to help bring our fundraising initiatives to life.**

We're looking for a dedicated and driven **Development Officer, Events and Community Engagement** to join our team. In this role, you'll plan, coordinate, and execute initiatives that support our events, staff lottery, and community fundraising efforts. A key part of the role includes leading silent auction fundraising—so we're seeking someone who's confident, outgoing, and not afraid to pick up the phone to secure donations that help make our *Country Classic Auction* a standout success. You'll also play an important role in supporting our **Payday Plus Staff Lottery**, managing logistics, tracking data, and helping spread the good news when lucky winners hit the jackpot.

You're the kind of person who gets satisfaction from well-organized spreadsheets, thrives on tracking data and managing systems, and is committed to providing outstanding donor support. A master of logistics and a natural communicator, you bring energy, initiative, and a collaborative spirit to every project.

### IDEAL CANDIDATE PROFILE

#### Skills / Experience / Qualifications:

- Post-secondary education: diploma or undergraduate degree or equivalent experience
- Minimum 3-5 years of collaborative work experience in administration, project management, fundraising, events, or sales
- Advanced soft skills with focus on relationship management, e.g., communication, teamwork, problem-solving, etc.
- Outstanding administration skills with a proven ability to work on concurrent, multi-dimensional projects in a fast-paced, time-constrained environment
- Superior writing, editing and proofreading skills
- Proficiency in using Office 365, Raiser's Edge, and other management software or systems to handle registrations, ticketing, large volumes of data
- Demonstrate strong organizational skills, attention to detail, and ability to prioritize multiple and changing demands.
- Exemplary attention to detail with excellent planning, organizational and time management skills.
- Demonstrates a high level of initiative and the capability to work independently, and as a team player and exercise sound judgment with volunteers, staff, suppliers and the general public
- Demonstrates outstanding customer/donor service
- Superior attention to detail
- Access to a vehicle and valid driver's license

- Willingness to work non-traditional hours as needed

**Functions/Duties:** *(not in priority order or percentage of time)*

### **Payday Plus 50/50 LHSC Staff Lottery**

- Main point of contact for ticket inquiries.
- Manages staff lottery email and ensures inquiries are responded to in a timely manner.
- Maintains a tracking system of duplicate orders, missed draws and lapsed ticket buyers.
- Ensures payroll is notified of increase/decrease/stop payment request to purchasers' ticket orders.
- Updates bi-weekly staff lottery website with winner information.
- Coordinates printing of ticket stubs with external vendor. Responsible for proofing print jobs.
- Liaises with finance on issuing winners' cheques and ensures required paperwork is completed by lottery winner.
- Coordinates winner prize pickup and winning photograph with LHSF photographer.
- Assists with yearly lottery licensing requirements for AGCO.
- Assist in enhancing processes for staff lottery.

### **Event Fundraising & Stewardship**

- Establishes and maintains strong, effective relationships with community donors.
- Works with donors to secure prizing for fundraising activities and games, ensuring prizes align with attendee interests and enhance event engagement.
- Solicits and secures silent auction items ranging in value and acts as point person for auction while collaborating with team on auction fundraising strategy for signature fundraising events.
- Coordinates donation acquisition process including item pick-ups, storage and logistics by engaging staff, donors and volunteers in a timely fashion.
- Tracks, stores and maintains organized inventory of auction items.
- Maintains auction platform and sources content for marketing and promotion (e.g., creative item titles and descriptions, images, links, donor information, testimonials, etc.).
- Prepares auction assets in conjunction with the marketing team (e.g., proposals, bid forms, certificates, displays, winning bidder packages, etc.).
- Liaises with donor experience and finance to administer donor recognition and facilitate applicable tax receipting.
- Stewards auction item purchasers through to satisfactory fulfillment for each purchase.
- Provides direction and support for community groups, families, or individuals interested in organizing an event in support of LHSC.

### **Guest Experience**

- Serve as key contact for event guests, partners, and the public, fostering professional relationships and ensuring positive and consistent experience for donors and stakeholders.
- Maintain accurate guest databases and records, managing RSVPs, guest lists, and communication to ensure accurate event planning and execution.
- Collaborate with internal teams to coordinate event details, such as seating arrangements, dietary preferences, and special accommodations for guests.

- Coordinate and oversee the organization of invitations, registration, event packages, and attendee check-in/out processes for attendees
- Maintain and update mailing lists while coordinating email segmentation as necessary
- Produce reports to deliver timely updates on attendee numbers
- Coordinate guest feedback and evaluations, identifying areas of improvement and report on outcomes.

### **General/Administration**

- Manages celebration giving (e.g., weddings, birthdays, etc.) donations and creates customized celebration cards/emails.
- Assists in identifying and recruiting volunteers required for events and auction item procurement.
- Participates in meetings and coordinates documentation and other administrative tasks as needed.
- Maintains files, confidential records and manages event data in LHSF database.
- Assists with selection and liaises with external vendors or services as required.
- Maintains internal and external calendar of events.
- Coordinates ticket purchases for events and calendar appointments for LHSF/LHSC event attendees.
- Orders and organizes supplies as needed.
- Reviews, edits and/or proofreads event content as needed.
- Attends LHSF events to assist in night-of logistics.
- Prepares thank you letters.
- Coordinates weekly internal hospital e-cast messaging.
- Ensures adherence to internal and external policies and procedures including compliance with CRA rules and regulations (e.g., receipting, licensing, etc.).

### **Other Responsibilities:**

- Works as a team player promoting a positive and professional work environment.
- Conducts role with integrity and respect.
- Acts as an ambassador within the community representing the Hospital and Foundation.
- Abides by the policies and procedures of LHSF and LHSC.
- Abides by the Occupational Health and Safety Act
- Other duties as assigned in order to meet the overall goals and objectives of the LHSF.

To apply for this position please submit a resume and cover letter detailing your experience to Nancy Foran, Executive Assistant, [nancy.foran@lhsc.on.ca](mailto:nancy.foran@lhsc.on.ca)

**DEADLINE TO APPLY: 5:00 pm on April 29, 2025.**

### **ABOUT LONDON HEALTH SCIENCES FOUNDATION (LHSF)**

As the charitable arm of London Health Sciences Centre (LHSC), we at London Health Sciences Foundation (LHSF) strive to enhance the standard of care for patients at our hospital. With your generosity, we support the development of critical initiatives such as ground-breaking research, state-of-the-art equipment, specialized care with personalized treatment options and the education of our next generation of clinicians.

It is through the hope and kindness of our donors that the health and lives of patients at LHSC are impacted, today and tomorrow. We are committed to

honouring your compassion with acts of gratitude, stewarding with respect and reporting with honesty, transparency and accountability.

***On behalf of LHSC, the communities it serves, and the individuals whose lives are impacted by its work, we:***

- **Nurture** kindness and empathy with initiatives that help those in need, today and tomorrow.
- **Champion** gratefulness with legacy choices and commitments that can transform lives.
- **Inspire** optimism with meaningful relationships and creative partnerships.
- **Serve** as trusted stewards committed to responsible, respectful cultivation and engagement of our donor community through accountability, reporting, acts of gratitude and milestone celebrations.

## **Our Beliefs**

### **You are the difference.**

Your hope creates possibilities. Your compassion generates strength. Your commitment builds resilience. Because you believe, others thrive.  
Making a difference for another person is both noble and joy filled.  
It matters deeply.

### **We honour your kindness and empathy...**

With initiatives to help those in need, today and tomorrow.

### **We fulfill your gratefulness...**

With legacy choices and commitments that can transform lives.

### **We celebrate your optimism...**

With meaningful relationships and creative partnerships that prove there are no boundaries to what can happen next.  
But it's you – your heart and spirit – who creates the dignity, the support and the love that enriches the lives of your family, your friends, your neighbours and your community.

### **You choose to care.**

We're here to serve that choice and the powerful difference it will make.