

Donations Data Coordinator

THE OPPORTUNITY

The McGill University Health Centre (MUHC) Foundation is in an exciting period of growth with a new strategic plan in place that outlines key strategic priorities for future expansion and success, including plans for our next multi-year aspirational campaign.

As part of our plans for growth and added capacity, we seek to fill the newly established role of **Donations Data Coordinator**. The new incumbent will be responsible for ensuring the accurate and timely processing of donations as well as providing database support for numerous fundraising initiatives. The successful candidate will also be expected to contribute to the planning, policy and procedure development, systems evolution and oversight of database operations that support the MUHC Foundation's fundraising goals and initiatives.

Reporting to the Senior Manager, Information Systems and Donor Relations, the **Donations Data Coordinator** will work closely with a small team of information systems professionals and will be an integral part our larger Foundation team of 28 dedicated and passionate members, who are working to position the MUHC Foundation for continued success as a leader in healthcare philanthropy.

We are committed to building cohesive fundraising, donor relations, communications, and engagement strategies that secure investments and gifts to support the MUHC's clinical, research, and teaching mandates, so that the doctors and researchers of the MUHC can push the limits of what is possible.

ABOUT THE MCGILL UNIVERSITY HEALTH CENTRE

For more than 150 years, the McGill University Health Centre (MUHC) founding hospitals have been providing the best possible care to the community, and in 1997, the MUHC was officially created through the merger of 5 hospitals: Montreal Children's Hospital, Montreal Chest Institute, Montreal General Hospital, Montreal Neurological Institute & Hospital, and Royal Victoria Hospital. These hospitals' respective research institutes merged to form the Research Institute of the MUHC and in 2008, the Lachine Hospital and Camille Lefebvre Pavilion also joined the MUHC.

Affiliated with McGill University's Faculty of Medicine, the MUHC is an academic health centre that provides some of the most advanced care in the province, which includes complex diagnoses, treatments, and surgeries in the areas of cardiology, endocrinology, transplantation, neurology, oncology, and respirology, among many others. The MUHC cares for some of the most critically ill patients across Quebec and provides highly-specialized care, treatments, and medical testing that other hospitals simply cannot offer.

In June of 2015, the Glen site of the MUHC was inaugurated and this complex now houses the new Montreal Children's Hospital, Royal Victoria Hospital, Montreal Chest Institute, the Cedars Cancer Centre, and the Research Institute of the MUHC. Patients and their families are at the heart of the design and layout of the new hospital.

With 1,356 physicians and over 12,000 nurses, support staff, and employees, the hospital at the Glen site is a patient-centred facility that helps to not only heal the body, but also the soul. It has helped the MUHC transform the way in which it delivers the highest level of care to our population, ensuring that all patients truly receive the *best care for life*.

In addition to clinical care, the MUHC is an international research powerhouse that conducts both fundamental and clinical research. The Research Institute of the MUHC supports 446 researchers and ongoing research collaborations with 62 countries; it continues to shape the course of adult and pediatric medicine by attracting research leaders from around the world.

Every year, close to 3,000 students train at the MUHC, including medical and surgical residents, nurses, medical students, and allied-health students. From pediatric medicine to adult trauma, students receive highly-specialized training, which thoroughly prepares them for their positions within the medical profession. All MUHC physicians are also professors within the McGill University Faculty of Medicine.

For more information about the MUHC, please visit: <https://muhc.ca/>

ABOUT THE MCGILL UNIVERSITY HEALTH CENTRE FOUNDATION

The MUHC Foundation plays a pivotal role in supporting exceptional programs, purchasing innovative medical equipment, fostering ground-breaking research, and ensuring the highest level of teaching.

In 2015, the MUHC and Royal Victoria Hospital Foundations partnered and began working together in order to fulfill their missions of raising funds in support of the hospital's greatest needs. By aligning our fundraising priorities, and integrating our Board and staff teams, the MUHC and RVH Foundations were better positioned to ensure that patient care, teaching, and research needs were met. Since then, we have strengthened fundraising capacity and contributed record-breaking amounts to support the greatest needs of the Royal Victoria Hospital, and effective April 1, 2018, the Royal Victoria Hospital Foundation officially changed its name to the McGill University Health Centre Foundation. We are now one united Foundation focused on investing in patient care, research and teaching.

Our Foundation is governed by a volunteer Board of Directors which includes members from the medical, scientific, academic, and business communities. These dynamic leaders ensure that we maintain the highest standards with regards to ethics and best accounting practices. The Board oversees and approves the Foundation's budget, fundraising goals, and the granting of funds raised to support the priorities of the MUHC.

The MUHC Foundation is comprised of a team of 28 staff members and total revenues in 2017 – 2018 were \$28 million. Our Foundation continues to be in high growth mode as our donor community grew by a remarkable 26%, and our revenues increased by close to 25% in the past year. We have put in place a new strategic plan that outlines key strategic priorities for future growth and success with a diversified fundraising strategy that balances funding for all priority areas of need.

For more information about the MUHC Foundation, please visit: www.muhcfoundation.com

ADDITIONAL BACKGROUND AND RESOURCES

Board of Directors:

- <https://www.muhcfoundation.com/about-us/board-of-directors/>

2017-2018 Annual Report:

- https://www.muhcfoundation.com/wp-content/uploads/2018/08/MUHCF_Annual_Report_2018.pdf

Other Publications of the MUHCF:

- <https://www.muhcfoundation.com/about-us/our-publications/health-matters-fall-2018/>

In the News:

- <https://www.muhcfoundation.com/news/>
- <https://www.muhcfoundation.com/elspeth-mcconnell/>
- <https://www.muhcfoundation.com/15-million-gift/>

KEY AREAS OF RESPONSIBILITY

The Donations Data Coordinator will be responsible for ensuring the accurate and timely processing of donations as well as providing database support. The new incumbent will have the opportunity to contribute to the planning, policy and procedure development, systems evolution and oversight of key operations that support the MUHC Foundation's fundraising goals and initiatives.

Reporting to the Senior Manager, information Systems and Donor Relations, the Donations Data Coordinator will:

- Create database reports and queries to support fundraising departments;
- Produce mailing lists and perform quality control review;
- Enter pledged donations in the database and process monthly pledge reminders;
- Be responsible for the Hospital Hero program including researching and opening of new constituents in the database;
- Liaise with the fundraising staff to ensure complete and accurate completion of gift instructions and special letters;
- Download the on-line donations weekly from AKA Raisin and prepare the file for data entry;
- Produce weekly charitable tax receipts in addition to annual, consolidated receipts;
- Review gift acknowledgement letters to ensure accuracy of information;
- Coordinate and process all database adjustments;
- Coordinate the creation of appeal codes and fundraising packages for all new fundraising initiatives;
- Ensure all relevant donor related backup is properly included with each batch;
- Ensure Information Systems Procedure Manual remains current and update as required;
- Produce the Honor Roll listing for the Annual Report;
- Update receipt and thank you letter templates annually;
- Liaise with Finance, Donor Relations and Information Agents to ensure efficient and effective reporting between information and finance systems;
- Prepare year-end audit information file related to database activity;
- Other tasks as required and assigned by the Senior Manager, Information Systems and Donor Relations.

QUALIFICATIONS AND COMPETENCIES

- Minimum of five years relevant experience in the not-for-profit sector
- In-depth knowledge of Blackbaud Raiser`s Edge NXT version
- Ability to work in both official languages, both spoken and written
- Excellent organizational, communication and interpersonal skills
- Attention to detail, able to multitask and work under pressure in a fast paced environment and respect strict deadlines
- Meticulous and discreet when dealing with confidential information
- Excellent knowledge of computer software such as Word, Excel, PowerPoint and Adobe
- Post-secondary education or equivalent
- Knowledge of integrated financial and database systems would be an asset

FOR MORE INFORMATION

KCI (Ketchum Canada Inc.) has been retained to conduct this search on behalf the McGill University Health Centre Foundation. For more information about this leadership opportunity, please contact **Sylvie Battisti, Vice President, Search + Talent** by email at: MUHCFDataCoord@kcitalent.com.

To view the full Position Brief, please visit: <https://kciphilanthropy.com/kci-talent/>

Please send resume and letter of interest to the email address listed above by March 11, 2019.

All inquiries and applications will be held in strict confidence.