



Hôpital général juif  
Jewish General Hospital  
Fondation | Foundation

RÉALISER DES  
MERVEILLES  
VOUS AVEZ  
CE DON.

WORKING  
WONDERS.  
YOU HAVE  
THAT POWER.

## COORDINATOR, STEWARDSHIP & DONOR RELATIONS

### EXCEPTIONAL CARE. WITHOUT EXCEPTION.

Since 1969, the Jewish General Hospital Foundation has been a vital source of support for the JGH – Quebec’s #1 hospital\*—to enhance its extraordinary patient care, further scientific discovery, and transform healthcare delivery through innovation. We partner with inspired community members to implement a wide variety of fundraising initiatives to achieve these ambitious goals.

We are a vibrant team of professionals and an organization committed to empowering you to take on a pivotal role in this vital ecosystem. Together, we continue to enable awe-inspiring medical breakthroughs and drive the Jewish General Hospital forward—for the betterment of all Quebecers and beyond. Join us!

### THE OPPORTUNITY

Reporting to the Director, Donor Relations and Gift Management, the Coordinator, Stewardship and Donor Relations will assume a pivotal role within the organization. We’re looking for a teammate who will leverage their industry experience and skills to help the JGH Foundation continue to grow and build for a successful future.

### DUTIES AND RESPONSIBILITIES

- Provide operations and administrative support that will help the Foundation implement and deliver a stewardship program for donors across all levels of giving
- Ensure the integration of all stewardship offerings within the Foundation
- Ensure all donor stewardship information is entered accurately in the CRM (Raiser’s Edge)
- Assist in maintaining the donor matrix; update deliverables and ensure all policies and guidelines are reflected
- Coordinate Stewardship Rounds with development team; record minutes and action items, when required.
- Communicate with hospital departments, doctors, and administrators to collect information for donor reports.
- Perform other related duties as assigned to support the overall goals of the organization and the Stewardship Office

### QUALIFICATIONS AND REQUIREMENTS

- Undergraduate degree or college diploma
- One to three years of experience in a fundraising environment
- Ability to work in both French and English (oral and written)



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- Ability to take initiative and embrace challenges
- Strong communication skills and ability to work as part of a team
- Knowledge of Raiser's Edge an asset

#### KEY INFORMATION

- Regular full-time position (35 hours / week)
- Competitive salary
- Group retirement plan with employer match
- Hybrid work environment
- For more information on how the JGH Foundation is working wonders, consult our latest [Annual Report](#).

#### DIVERSITY, EQUITY, INCLUSION AND BELONGING STATEMENT

The JGH Foundation is a proud equal opportunity employer and we are committed to creating an inclusive workplace that allows all of our people to reach their full potential. A diverse team with a genuine passion for our cause is the key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply. However, only those applicants selected for an interview will be contacted.

#### HOW TO APPLY

Please send your CV and cover letter in confidence to [celine.bastien@jgh.mcgill.ca](mailto:celine.bastien@jgh.mcgill.ca). Only those selected for an interview will be contacted.

\* For the third year in a row, the JGH has been ranked #1 hospital in Quebec and a leading hospital in the world by Newsweek magazine.

