

## POSITION DESCRIPTION

Position Title: Stewardship Officer - Full-time Parental Leave Contract  
Start/End Dates: August 1, 2024 – January 5, 2026  
Department: Foundation  
Immediate Manager: Vice President Major & Planned Gifts FT FND  
Salary Range: \$65,000 - \$78,750

### Position Overview

Nestled in the heart of East Toronto, Michael Garron Hospital (MGH) is a vibrant community teaching hospital serving more than 400,000 people in 22 distinct neighbourhoods. For more than 90 years, MGH has delivered high-quality, patient-centred healthcare services to families along the continuum of care, from welcoming a new life to facing end-of-life. MGH is a full-service hospital with strong community and research partners, including the University of Toronto. MGH is a proud member of East Toronto Health Partners, the Ontario Health Team serving East Toronto.

On the heels of our successful Heart of the East Campaign and with ambitious goals for the future, Michael Garron Hospital Foundation is committed to ensuring that our supporters feel appreciated and understand the vital role they play in our community's wellbeing. We are proud to have one of the most thoughtful and robust stewardship programs amongst our hospital peers. Currently we have an exciting opportunity for a Stewardship Officer (full-time, contract) that is passionate about building donor relationships at all levels and leading a full stewardship program.

Join our dynamic team as we support Michael Garron Hospital in meeting the evolving needs of one of Canada's most diverse communities.

Reporting to the Vice President, Major Gifts and Planned Giving, the Stewardship Officer will lead the development and implementation of opportunities to enhance the donor relationship. The successful candidate will be a champion of innovation and new ideas to build donor engagement. The incumbent will have the opportunity to implement best practices in an effort to make Michael Garron Hospital Foundation a leader in donor retention and growth.

### Primary Responsibilities

- Think and act creatively to bring meaningful opportunities to engage donors in our mission
- Plan and implement the yearly calendar of impact report requirements and collaborate with foundation teams to ensure efficiency, transparency and timely delivery of reports
- Develop, lead and execute strategic donor stewardship and cultivation events that provide meaningful engagement opportunities for donors and volunteers and attract new prospective donors
- Manage the Donor Recognition Committee

- Act as the Foundation's expert on our named spaces inventory and work in an advisory capacity to colleagues to determine the best naming opportunities for inclusion in proposals
- Manage the donor recognition inventory and oversee all installations of donors signs within the Hospital, working closely with the Hospital's Redevelopment and Signage & Wayfinding teams and external vendors
- Manage donor listings, including those for the donor wall, annual report and planned giving recognition list
- Ensure adherence to Foundation wide Stewardship policies, including: the donor matrix, the donor recognition policy, impact report guidelines and gift agreements
- Manage annual Stewardship mailings, such as: the annual report, holiday cards, national volunteer week cards and national philanthropy day communications
- Develop and maintain effective working relationships with all internal and external stakeholders including fundraisers, volunteers and hospital staff and physicians
- Act as the foundation's lead point of contact with the hospital's redevelopment team
- Track Stewardship and Donor Relations activity adhering to Raisers Edge coding protocols
- Act as the internal voice of our donors by considering their perspective in all that we do;
- Remain abreast of industry best practices through participation in peer groups, and professional development.

#### **Education**

- University degree, or equivalent education and relevant work experience

#### **Experience**

- 3-5 years of progressive stewardship and donor relations experience, preferably in a healthcare, education or complex non-profit environment
- Working knowledge of best practices in stewardship, gift agreements, and donor relations
- Excellent donor and volunteer relations skills, with a keen sense of diplomacy
- Experience with CRM systems and ideally Raiser's Edge
- Experience in Microsoft Office Suite
- Experience using Adobe InDesign a strong asset
- All employees of MGH Foundation agree to work within the legislated practices of the Occupational Health and Safety Act of Ontario.
- All employees of MGH Foundation are responsible to contribute to a transparent culture of patient and staff safety by adhering to and abiding by patient and staff safety policies and procedures set by MGH Foundation.
- All employees are accountable for protecting the psychological health and safety of themselves and their co-workers through adherence to MGH Foundation's policies and practices.
- Vaccines (COVID-19 and others) are a requirement of the job unless you have an exemption pursuant to the Ontario Human Rights Code.

- We are an equal opportunity employer and we welcome candidates from diverse backgrounds.

Qualified applicants are invited to submit their résumé and cover letter to [clare.olmstead@tehn.ca](mailto:clare.olmstead@tehn.ca) by June 18, 2024. We will be reviewing packages as they are received, therefore early applications are encouraged. We thank all applicants and advise that only those selected for an interview will be contacted.

Manager's Name/Title: Clare Olmstead, Vice President, Major Gifts and Planned Giving

Last Update: May 27, 2024