



JOB OPPORTUNITY

JOB TITLE: FULL-TIME FOUNDATION DIRECTOR
JOB REF NO: 01-2018
DEPT: RIVERSIDE FOUNDATION FOR HEALTH CARE (RFHC)
SITE: CORPORATE (LAVERENDRYE GENERAL HOSPITAL)
UNION / NON: NON-UNION

QUALIFICATIONS:

- Post-secondary management education and/or extensive management experience, with continuing education in fund development;
- Minimum two years experience in not-for-profit management, including supervising staff and volunteers;
- Experience working with a volunteer board of directors;
- Proficient in using Microsoft Office, Word, Excel, Power-point; and Computer skills in programs appropriate for use with the Foundation;
- Working knowledge of not-for-profit management, including financial and fund development skills, and public relations techniques;
- Demonstrated ability in public speaking, clear and effective written and oral communication, effective group skills and organizational ability;
- Experience in public relations, marketing and/or communications;
- Knowledge of the health care or hospital environments and event planning or fund development is a requirement
- Available to work a flexible schedule in conjunction with events, including evenings and weekends
- Ability to work independently while maintaining close liaison with the administration team.

BASIC RESPONSIBILITIES:

- The Foundation Director is responsible to the Board of Directors for the fundraising and management of Riverside Foundation for Health in accordance with the by-laws and the policies established by the Board.
- Acts as Secretary/Treasurer of the Foundation.
- Organizes and supports communications and public relations activities for the Foundation that foster alliances, partnerships and strong relationships.

Interested and qualified candidates are invited to submit their resume and Employment Application form by January 24, 2018 using one of the following options:

1. Email to: Human.Resources@rhcf.on.ca
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.