



**Lakeridge
Health
Foundation**

Administrative Coordinator Job Posting

Lakeridge Health Foundation is seeking a savvy Administrative Coordinator to play a pivotal role in the day to day operations of the Foundation team and in particular with Administration and Development departments. The Administrative Coordinator will report to the Director of Administration and support the Manager of Prospect Insights & Administration, assisting with operational, executive, and fundraising tasks that contribute to the efficiency and success of the Foundation.

The ideal candidate has experience working in a non-profit environment, has an unwavering attention to detail, professional success managing multiple, competing tasks and the confidence to tackle a faster than average paced environment. The candidate should also have:

- A strong commitment to completing tasks on time
- Experience adhering to established guidelines and procedures
- A strong follow-through on delegated tasks and assignments
- The ability to create detailed work schedules for direct mail campaigns
- Exceptional calendar management skills
- Friendly and welcoming demeanour, high emotional intelligence and phone manner
- Strong interpersonal skills, including ability to relate to different levels of stakeholders such as donors, prospects, Chief Executive Officer, Foundation Board of Directors, hospital management, physicians, and staff.
- Cooperative and collaborative personality
- Flexibility to adjust or realign tasks when needed

Types of Responsibilities include:

- Manage the Chief Executive Officer's Calendar
- Recording Secretary for committee meetings; assign tasks and outcomes of meetings
- Coordinate hospital tours and donor visits. This will include, scheduling, catering, and invitations.
- Coordinate the quarterly submission of pre-determined metrics from each department
- Provide the team with weekly, monthly, quarterly, and annual reports for Foundation programs, including but not limited to: thank you calls, monthly donor reports, donor mailings, thankyou cards, stewardship reports, pledge reminders, thanksgiving cards, donor reports, etc.
- Update Raiser's Edge with call reports, and actions
- Track the Foundation's hoteling schedule ensuring staff representation at three locations
- Reconciling monthly credit card statements and submitting quarterly expense forms for senior management

Lakeridge Health Foundation
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www.lakeridgehealthfoundation.com
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Whitby site: 300 Gordon Street, Whitby, ON L1N 5T2
Charitable Registration Number: 11924 9126 RR0001



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Skills Knowledge:

- Advanced knowledge of Outlook, Microsoft Suite required
- Excellent written and verbal communication skills
- Raiser's Edge or similar database management an asset
- Knowledge of eScribe, Mailchimp, and AKA Raisin is an asset

Lakeridge Health Foundation has engaged Predictive Success Corporation, to assist with the selection process for the position of Administrative Coordinator. Their analytics tool, the Predictive Index Behaviour Assessment, is a science-based, online behavioural assessment that provides objective data identifying the unique motivating drives and behaviours of prospective and current staff as well as system leaders.

Introductory emails will be sent only to candidates that we would like to participate in the Predictive Index Behaviour Assessment.

To apply for this position, please send your cover letter and resume to:

- foundationhr@lakeridgehealth.on.ca. Please quote "Administrative Coordinator" in the subject line of your email.
- The job posting will close on May 3, 2019 @ 12pm.
- No phone calls, please.
- We thank all applicants in advance

