
The Opportunity

We are seeking a collaborative, dynamic, enthusiastic self-starter to join the Joseph Brant Hospital Foundation (JBHF) team as the Research Officer.

Reporting to the Chief Development Officer, the Research Officer will support the overall strategic objectives of the Major Gifts program through the support and execution of various functions and activities related to major giving, including the *For All Minds* Campaign to redevelop and expand Mental Health & Addictions program spaces.

With experience in a not-for-profit charitable organization, the Research Officer will play a key role in prospecting, research, pipeline management, and ensuring excellence in donor stewardship experiences through various activities and events.

Contributing to a mission-focused, fast-paced and cooperative team environment, the Research Officer will manage multiple priorities and competing deadlines while living the JBHF values: accountable, collaborative, inclusive, innovative, respectful and responsive; and team-designed culture code: accountable, collaborative, fun and respectful.

Demanding, challenging and exciting, this role requires a motivated, organized and analytical individual with demonstrated prospecting skills and a passion for excellence.

About Joseph Brant Hospital

Joseph Brant Hospital (JBH) is a full-service, academic community teaching hospital located in Burlington, Ontario, along the picturesque banks of Lake Ontario. It is a modern, state-of-the-art facility that serves residents of Burlington and the surrounding communities of Halton Region, Hamilton, Waterdown, Flamborough, and Stoney Creek.

JBH's skilled staff of 189 physicians, 2,019 full-time and part-time staff and 200 volunteers are committed to providing exemplary care and living the hospital's core values of Compassion, Accountability, Respect and Excellence.

JBH is a Clinical Education site in conjunction with McMaster University and a partner member of the Burlington Ontario Health Team. It is honoured to be recognized as one of Hamilton Niagara's Top Employers in 2024, the ninth consecutive year.

About Joseph Brant Hospital Foundation

JBHF was founded in 1976 to support JBH. We are committed to engaging our community, inspiring investment in our Hospital, and ensuring exceptional healthcare for our community. We work to be the catalyst that enables philanthropy for our Hospital to thrive through the generosity of our supporters, with a commitment to equity, diversity and inclusion in partnership with JBH.

The *Our New Era (ONE)* Campaign in support of the new JBH surpassed its goal of \$60M in 2017, raising an unprecedented \$65M, enabling the incredible transformation of our Hospital and having a tremendous impact on our community for generations to come.

With the successful conclusion of the *ONE* Campaign, the Foundation continues to leverage the overwhelming support of the community to support new and emerging priorities, including new equipment and technology like CT Scanners, and the Campaign to redevelop and expand the program spaces of our Mental Health & Addictions Unit.

The Foundation is governed by a team of community volunteer leaders and is managed by a dedicated staff of professionals who ensure that every donation is used effectively and efficiently to meet the needs of patients and their families.

Key Responsibilities

- Implement and oversee the process for generating new leads related to major gift prospect discovery, contributing to JBHF's goal of increasing the prospect pool to ensure a robust pipeline
- Proactively identify and qualify major gift prospects using a broad range of internal and external data sources and provide suggested strategies
- Manage and develop the major gift pipeline, implement cultivation strategies, monitor moves, and report on metrics, ensuring excellence in each stage of the donor journey
- Develop detailed research profiles, briefing notes and prospect development
- Coordinate and execute activities and events related to the cultivation, solicitation and stewardship of major gift donors (tours, events, receptions, etc.)
- Oversee and execute donor recognition and naming opportunities programs
- Proactively monitor and distribute relevant media regarding philanthropic trends, events and issues
- Maintain accurate, professional and current prospect and donor records, contributing to pipeline development/management and optimized database integrity (Raiser's Edge NXT)
- Maintain a high degree of professionalism, motivation and superior work ethic consistent with the employment philosophy of the Foundation
- Liaise with JBH staff, building collaborative, supportive and productive relationships
- Demonstrate a full commitment to JBHF Values and Culture Code to ensure a great donor experience
- Perform other duties as required in furthering the goals of JBHF, including occasional evening and weekend work

Qualifications and Experience Required

- Undergraduate degree or equivalent combination of education and experience
- 2-4 years of recent related experience, preferably working within a non-profit environment
- Healthcare philanthropy experience is an asset
- Demonstrated success in prospect research and pipeline management, including development and execution of successful identification, cultivation and stewardship strategies and events

- Excellent time management skills and the ability to meet competing deadlines in an organized manner
- Strong interpersonal, communication and presentation skills
- Proven ability to think strategically, work independently and collaboratively with the team in driving new initiatives or enhancing existing programs
- Creative and innovative with a high degree of professionalism and discretion
- Proficient in Microsoft Office Suite programs and Raiser's Edge fundraising software or an alternate CRM system
- Aligned with JBHF's values: Accountable, Collaborative, Inclusive, Innovative, Respectful and Responsive and JBHF's culture code: Accountable, Collaborative, Fun and Respectful

Compensation: Target salary range is \$60,000 – \$65,000

As part of JBHF's culture code and commitment to team well-being, JBHF offers a hybrid working model, social committee events/activities, flex/lieu time, and more.

Interested candidates should forward their resume and cover letter to:

Melissa Perry
Financial & Administrative Coordinator
mperry@josephbranthospital.ca

Closing Date: Friday May 30, 2025

This position is open to all Canadian citizens, permanent residents and those legally able to work in Canada. JBHF invites applications from all qualified individuals. JBHF is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

This position is based in the JBHF offices located in the Halton McMaster Family Health Centre Building at Joseph Brant Hospital, 1245 Lakeshore Road, Burlington, ON.

JBHF thanks all applicants; however, will contact only those selected for an interview.