

COORDINATOR, ANNUAL GIVING (18-MONTH CONTRACT)

Imagine a place where your talent can make a meaningful difference. At the Saint John Regional Hospital Foundation (Foundation), we're devoted to inspiring donor generosity to improve healthcare access for all patients in our communities. We are purpose-driven, collaborative, diverse, and results-focused.

Reporting to the Director of Annual Giving, the annual giving coordinator plays a vital role on the annual giving team by supporting both fundraising events and annual giving marketing initiatives. This position is responsible for supporting donor-centred fundraising strategies that engage the community, inspire giving, and grow sustainable support for the foundation's mission. The coordinator will work collaboratively across the team to deliver meaningful donor experiences, help manage project logistics, and support fundraising campaigns.

What you will be doing

Annual giving & marketing support

- Assist in the development and coordination of annual giving campaigns, including direct mail, email, social media, and digital appeals.
- Coordinate timelines, content, and approvals for campaign materials, ensuring alignment with brand standards and fundraising priorities.
- Support stewardship initiatives, including donor thank-you communications, impact stories, and recognition opportunities.

Event support

- Provide logistical and administrative support for annual giving events, including peer-to-peer fundraising initiatives, signature events, and third-party fundraisers.
- Support the coordination of event timelines, registrations, participant communications, and onsite logistics.
- Alongside the Community Engagement Coordinator, collaborate with volunteers and community partners to ensure successful event execution and positive donor experiences.
- Track and evaluate event performance and contribute to post-event reporting.

Team collaboration

- Work closely with colleagues across the foundation to support cross-functional initiatives, ensuring adherence to timelines.
- Provide administrative support, including scheduling, submitting invoices, document merging, and other tasks as required.

What we want to see from you

- College diploma or bachelor's degree, equivalent experience acceptable.
- Minimum of 1-3 years of experience working in fundraising, marketing and/or communications.
- Passion for the Saint John Regional Hospital Foundation's mission.

- Ability to work with stakeholders in and outside of the Foundation to advance programming and revenue generation.
- Strong written and verbal communication skills with excellent attention to detail.
- Experience working in a fast-paced environment with the ability to handle multiple projects at once in a cross-functional team.
- Excellent organizational and multi-tasking skills.
- Ability to maintain and build new and long-term relationships with sponsors, volunteers, committee members, and community groups.
- Demonstrated commitment to principles of Inclusion, Diversity, Equity, Accessibility, and AntiRacism (IDEAA).
- Knowledge of Raiser's Edge fundraising software is considered an asset.
- Able to work flexible hours, evenings, and weekends when required.

What we have to offer you

- An 18th-month contract with flexibility and work-from-home opportunities.
- Opportunities for continued learning and professional development.
- A creative and dynamic work environment where your ideas and contributions can be heard, valued, and respected.
- A supportive management team committed to upholding a safe, caring, and purpose-driven culture.
- Starting salary of \$45,000 to \$55,000 per annum for 37.5 hours per week.
- Comprehensive vacation, health & wellness benefits package.