



**Title: Associate, Leadership Giving**  
**Full-Time Permanent Position**  
**Annual Salary: \$55,000.00 to \$63,000.00**  
**Organization:** University Hospitals Kingston Foundation (UHKF)  
**Location:** Kingston, Ontario

#### **ABOUT UHKF:**

UHKF is the charitable organization focused on raising awareness and philanthropic support for equipment, modernized infrastructure, and health-care innovations for Kingston Health Sciences Centre, the largest acute care academic health sciences centre in Southeastern Ontario, and Providence Care, southeastern Ontario's leading provider of specialized care in aging, mental health and rehabilitation. With a bold strategic plan and a mission to inspire, UHKF plays an integral role in raising the funds necessary to ensure its health-care partners can deliver innovative developments in health care for the next century.

#### **POSITION SUMMARY**

The Associate Leadership Giving provides support to the Director of Leadership Giving and Campaigns, and the Leadership Giving Team, preparing correspondence, reports and other required documentation in an accurate and timely manner. The Associate also provides reception to the Foundation as a whole and, as first point of contact, requires a high degree of professionalism, the ability to work in a fast-paced environment and a strong work ethic.

#### **RESPONSIBILITIES INCLUDE:**

- Provides administrative support to the Director of Leadership Giving and Campaigns and associated staff, which includes drafting various documents, presentations and reports in Microsoft Office (Word, PowerPoint, Excel)..
- Calendar scheduling for Director of Leadership Giving and Campaigns.
- Interacts with fundraising volunteers for various inquiries.
- Working with the Leadership Giving Team, assist with creating proposals and cases for support for major individual donors, corporations, foundations and service clubs
- Schedules and prepares materials for various meetings, such as donor meetings, monthly Leadership Giving Team meetings, and fundraising committee meetings including agendas, reports, briefing notes and PowerPoint presentations. Also takes and distributes meeting minutes.
- Completes data entry for the Director of Leadership Giving and Campaigns, recording activity with donors as required in the Raisers Edge database.
- Provides reception services for the Foundation, including being the first point of contact for visitors to the foundation offices, responding to general enquiries, taking donations and providing general information.
- Answers incoming telephone calls for all staff, directing calls as required and taking messages when necessary.
- At the discretion of the Director, Leadership Giving and Campaigns and as volumes require, provides support for donation processing for the finance and gift administration group.

*NOTE - The above duties are representative but not all-inclusive.*

#### **BASIC QUALIFICATIONS:**

- Post secondary degree or diploma or a combination of education and work experience
- Minimum of 3 years of administrative experience
- Knowledge of CRM systems, preferably Raiser's Edge
- Experience working directly with volunteer board and/or committees is an asset
- Demonstrated ability to prioritize work, manage deliverables and handle multiple tasks simultaneously

- Self-starter with the ability to work independently and as a team player
- Excellent administrative and time management skills
- Excellent written and oral communication skills
- Excellent interpersonal / relationship building skills
- Proficiency with Microsoft Office applications
- High degree of integrity and confidentiality
- Ability to build relationships and work cross-functionally
- Professional presence, with a positive and accountable outlook
- Satisfactory Criminal Records and Vulnerable Sector checks
- Proof of required vaccinations

This position offers a competitive benefits package and pension program. UHKF also offers work life balance in an inspirational and supportive environment and was recently recognized with a Canadian Nonprofit Employer of Choice™ (NEOC) Award. UHKF's commitment to equity is grounded in an institution-wide commitment to fostering a diverse, inclusive, and accessible work environment. People from all backgrounds are encouraged to apply. Please inform the Foundation if you require accommodations during the recruitment process.

Please submit a cover letter and resume to [admin@uhkf.ca](mailto:admin@uhkf.ca) and indicate the position title in reference line.

*All applicants are thanked for their interest in UHKF, but only those selected for an interview will be contacted.*