



Community Development Officer (1 Year Contract)

Posted on February 5, 2025

Reporting to the Executive Director of the South and Central Health Foundation, the **Community Development Officer** will play a crucial role in the growth and sustainability of the South and Central Health Foundation by leading fundraising efforts, fostering community engagement, and driving visibility for our mission of supporting hospitals and healthcare services in the region. This position will collaborate with healthcare professionals, local businesses, volunteers, and community members to create impactful fundraising events and campaigns aimed at fulfilling the Foundation's goals of raising essential funds for hospitals, medical equipment, and patient care programs.

In this role, you will help organize existing events and develop new initiatives that generate donations, raise awareness, and build lasting relationships with donors and sponsors. The ideal candidate is a creative thinker, a proactive problem-solver, and has a passion for making a positive impact in healthcare.

KEY RESPONSIBILITIES

- Collaborate with the Executive Director on the planning, execution, and evaluation of major fundraising events
- Collaborate events with local businesses
- Design and present tailored sponsorship packages for businesses, showcasing how their contributions support specific healthcare initiatives
- Utilize social media platforms (Facebook, Instagram, Twitter) to promote events and drive attendance; designing promotional materials such as flyers, posters and email newsletters
- When needed, serve as the Foundation's representative at community meetings, business networking events, and health-related conferences
- Identify and engage with community influencers, healthcare workers, and civic leaders who can help expand the Foundation's reach
- Maintain a volunteer recruitment program for each event, ensuring volunteers are well-informed and supported throughout their involvement
- Collaborate with the Executive Director to create detailed budgets for events and fundraising campaigns, ensuring costs are tracked and managed effectively

SALARY AND BENEFITS

\$22.50 /hr; 37.5 hours per week

- Participation in Group Health Insurance and Pension Benefits Plan
- Paid Holidays
- Annual Vacation
- Sick Days

QUALIFICATIONS

- Bachelor's degree in fundraising, public relations, marketing, non-profit management, or related field. Equivalent work experience will also be considered
- Minimum of 2-3 years in event planning, fundraising, development, or non-profit management
- Experience working with corporate sponsors and securing in-kind and financial support
- Strong project management skills, including the ability to manage multiple priorities and tight deadlines
- Excellent verbal and written communication skills, with the ability to effectively engage donors, volunteers, and community partners
- Familiarity with fundraising software, donor databases and marketing tools (e.g. Canva)
- Creative problem-solving abilities to develop new event ideas and overcome challenges.
- Enthusiastic and passionate about supporting healthcare initiatives and making a difference in the community
- Ability to work independently and as part of a team
- Flexibility in hours, with the ability to work evenings and weekends for events as required
- Must Have a valid Drivers' License as travel required within the south and central region
- Up to date Certificate of Conduct

Interested applicants should submit a resume, cover letter, and a brief portfolio (if available) showcasing previous events or fundraising efforts. Please send your application to:

Ms. Wendy Houlihan, Executive Director
South and Central Health Foundation
P.O. Box 739
Grand Falls-Windsor, NL A2A 2K2

Or Email to: wendy.houlihan@nlhealthservices.ca Include "Community Development Officer Application" in the subject line

Posting Date February 5, 2025

Deadline for Applications is 4 p.m. on Friday February 21, 2025