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Position:	Development Coordinator
Employment status:	Permanent position (35 hours per week)
Location:	Glen Site (1001 Décarie, ES1.0647). Hybrid: 4 days in person, 1 WFH

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The McGill University Health Centre (MUHC) Foundation has created the role of **Development Coordinator** to contribute to significant growth in our Development portfolio and to advance our mission by fostering and building strong donor relationships with individuals, corporations, and foundations.

Reporting to the Chief Development Officer, the Development Coordinator will play a key role in the Development team to ensure that the MUHC Foundation continues to grow and meet its objectives.

The Development Coordinator will have shown an ability to work in a team and will have demonstrated experience and success in supporting Development teams. The new incumbent will have knowledge of philanthropy and be able to support the Development team to succeed.

Authentic and genuine, with a high degree of emotional awareness, the ideal candidate will be intuitive and donor centric.

Passionately excited by our mission and motivated by challenge, the Development Coordinator will welcome this unique and meaningful opportunity to assist the MUHC Foundation's fundraising success. The successful candidate support outstanding fundraising practice and staff to achieve new levels of accomplishment in support for our world-class hospital centre.

The incumbent is also responsible to oversee and execute special projects that contribute to the growth of new markets.

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### KEY AREAS OF RESPONSIBILITY:

- Drive the creation and delivery of personalized donor letters, reports, and data insights that strengthen relationships and celebrate impact.
- Coordination of funding application and grant process with impact reporting
- Lead coordination of key leadership communications — including campaign cabinet updates — ensuring timely and meaningful engagement.
- Support the smooth and accurate processing of gifts, helping donors see the difference their generosity makes.
- Play an active role in Development team meetings, contributing ideas and collaboration to advance fundraising success.
- Help organize impactful meetings and events with donors, physicians, and volunteers that showcase our mission in action.

- Keep our donor database accurate and up to date, ensuring information is reliable and easy to access.
- Prepare thoughtful meeting packages that help leadership and colleagues stay informed and inspired.
- Support the planning and delivery of memorable stewardship events that express gratitude and build lasting connections.
- Help track and document cultivation and solicitation activities for key prospects, keeping campaign efforts focused and strategic.
- Contribute creative ideas and writing to donor communications, publications, and stewardship materials.
- Manage pledge reminders and donor follow-ups, reinforcing trust and long-term commitment.
- Collaborate across Foundation teams to strengthen systems, enhance donor experiences, and drive our shared mission forward.
- Maintain and developing constructive relationships with Foundation managers;
- Implement action plans, as may be required, to meet the needs of the Foundation;
- Promote a respectful and collaborative work environment

### **QUALIFICATIONS AND CHARACTERISTICS:**

- A passion to work in a fast-paced, fully integrated fundraising environment and an appreciation for the mission and purpose of the McGill University Health Centre Foundation.
- Bachelors Degree, certificate program in fundraising or equivalent direct work experience in the field.
- Experience using Raiser's Edge, Outlook, Word, Excel, and PowerPoint.
- Experience in foundation work environment.
- Strong verbal and written communications skills in English and French.
- A high attention to detail and proven research and analytical ability.
- Excellent interpersonal skills, ability to work independently and as part of a team.
- High personal motivation, time-efficiency, adaptability and positive general attitude.
- The ability to problem-solve, innovate, be creative and a willingness to learn.
- The ability to manage multiple projects at any given time, stay on schedule and meet deadlines with the ability to adjust to changing priorities.
- Maintain confidentiality and handle sensitive information appropriately and with discretion.
- Have strong relationship skills, diplomacy, tact and self-control.
- Demonstrated experience in project management.
- Marketing knowledge/understanding of marketing fundamentals.
- Some evening and weekend work will be necessary.

### **APPLICATION PROCESS:**

We appreciate your interest in the MUHC Foundation. All applications will be reviewed, and only those selected for an interview will be contacted.

To apply, please send your CV and cover letter via email to:

Miguel Burnier : miguel.burnierjr@muhc.mcgill.ca