

Fundraising & Engagement Officer

At the Haliburton Highlands Health Services Foundation (HHHS Foundation), we rely on donations to support the hospital and health care facilities in Haliburton County for capital projects, equipment, education programs and community support services. As **Fundraising & Engagement Officer**, you'll play a key role in raising vital funds and building meaningful relationships with donors, businesses, and the broader community. From campaigns and events to donor stewardship and public outreach, this position helps ensure that our mission remains visible, valued, and generously supported.

In this role, you will lead donor engagement and public-facing initiatives to raise awareness and revenue in support of local health care. Working closely with the Executive Director, Administrative Associate, and Summer Event Coordinator(s), you will steward existing donors, cultivate new supporters, and coordinate outreach through campaigns, events, communications, and community connections. This position also provides project support to the Executive Director.

What you will be responsible for:

- Plan, implement and evaluate fundraising campaigns, events and product sales - including our signature events and lotteries
- Build strong relationships with existing donors, businesses and community groups keeping them informed, engaged, and appreciated
- Identify, cultivate and steward relationships new and lapsed donors to grow and diversify our donor base
- Manage donors lists and keeping donor management systems up to date
- Create and maintain marketing plans including e-newsletters, social media, advertising and website updates
- Ensure donor confidentiality and data security
- Support the preparation of reports for the Foundation Board and HHHS Corporation
- Develop clear and compelling fundraising messaging that conveys our mission and vision
- Maintain accurate records to support personalized donor engagement and reporting
- Recruit, train, oversee and support volunteers and summer students
- Maintain accurate records to support personalized donor engagement
- Embrace new tools and technologies to improve efficiency
- Ensure compliance with charity regulations and reporting standards
- Ability to work remotely when required and travel within the province from time to time

What you bring to the role:

- A fundraising professional with 3+ years of experience in fundraising, not-for-profit administration and/or marketing.
- Proven track record of planning, executing, and measuring successful fundraising strategies
- Deep commitment to ethics
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office, fundraising software, and databases

Qualities that will make you stand out:

- Ability to produce compelling direct marketing pieces to support fundraising
- Previous roles in health care, foundations, community not-for-profits, and/or within Haliburton County communities
- Certification, diploma, degree or similar qualification in fundraising
- Knowledge of fundraising, development, and donor engagement best practices
- Marketing, or sales experience
- Strong research, communication, and relationship-building skills
- Ability to manage volunteers and other team members
- Proven track record of organizing fundraising events, managing a budget, and balancing priorities
- Experience in writing grant proposals, press releases, and fundraising letters
- Confidence in public speaking and hosting
- Understanding of different perspectives including cottagers, high-net worth individuals, and close-knit rural communities
- Calm under pressure with conflicting priorities, working with a variety of personalities and at times heavy workloads.

What you can expect from us:

- A full-time position with a comprehensive benefit plan, life/accident insurance, paid vacation and sick days, STD and LTD plans, a Pension Plan (HOOPP), EAP and access to HHHS Perkopolis discounts.
- Non-union permanent administrative position with the expectation of 37.5 hours weekly and an annual salary range of \$55,000-70,000.
- Flexible work environment with additional hours during peak periods with time in lieu.
- A workstation in Haliburton HHHS facility.
- A small, dedicated team of fundraisers, multi-taskers, and donor supporters who are open to learn, adaptive to change, caring and approachable.
- At HHHS Foundation, we recognize and respect the contributions that a diverse team can make to the success of our organization. We welcome candidates of diverse backgrounds, abilities, and identities to apply. If you require assistance or accommodations in the recruitment process, please contact Human Resources (hr@hhhs.ca) for prompt support.

SUBMIT RESUME TO:

Melanie Klodt Wong – mklodtwong@hhhs.ca

With the subject line:

“APPLICATION: Fundraising & Engagement Officer”

DEADLINE TO APPLY:

Monday October 20th, 2025 at 6pm