

COORDINATOR, EVENTS & DONOR EXPERIENCE

THE OPPORTUNITY

North York General Foundation (NYGF) is seeking a Coordinator to support our Corporate, Community & Events (CCE) and Donor Experience (DE) teams during an exciting and high-impact period, including the public launch of the largest campaign in North York General's history. This position is a temporary 7-month contract with a four-day workweek where the successful candidate will be required to work in person inside the Foundation offices in North York General.

Reporting to the Director, Corporate & Community Partnerships and supporting the Director, Donor Experience, the Coordinator will play a key supporting role across a variety of events, donor initiatives, and administrative projects. This position offers an excellent opportunity for someone looking to build on their experience in fundraising, events, or nonprofit work, while also being well-suited for candidates earlier in their careers who are eager to gain hands-on exposure in a dynamic environment.

In this role, you'll contribute to the planning and execution of signature events, connect with local businesses to support fundraising efforts, and help maintain the donor data that supports our work. You'll collaborate with experienced team members across functions and gain exposure to tools such as Raiser's Edge NXT, while contributing meaningfully to the success of our programs.

Why apply? This role offers a unique opportunity to deepen or broaden your experience in event coordination, donor relations, and nonprofit operations while contributing to a mission that directly impacts patient care. Whether you're building your career or looking to apply your existing experience in a fast-paced and collaborative environment, you'll play a meaningful role in advancing our *Here for Life* campaign and supporting a leading community hospital foundation.

ABOUT US

NYGF's mission is to raise and steward funds that enable North York General (NYG) to deliver exceptional health care to our growing and diverse community. Exceptional care requires exceptional support. At NYGF, we know this to be true, which is why we are grateful to every one of our supporters who understand the central role that NYG plays in caring for our community. The Foundation supports the hospital's most urgent needs, including upgraded equipment, technology and new care environments. We look beyond the needs of the day to day and seek to invest in programs and infrastructure that will transform how our hospital delivers care and how this improved care can be replicated and scaled across Canada.

NYG is a leading community academic hospital serving a population of nearly 500,000 in one of Toronto's most diverse and rapidly growing areas. The hospital provides a wide range of acute care, ambulatory, and long-term care services across seven sites. In addition to having one of the busiest Emergency Departments in the GTA and one of the highest volume single-site birthing centres in Canada, the hospital is well recognized for clinical excellence including breast cancer and colorectal cancer care, family medicine, children's mental health, palliative care, and geriatrics. NYG also owns and operates a 192-bed long-term care (LTC) home, the Seniors' Health Centre

(SHC), which is known for leading-practice, seniors-focused care. Beyond health care delivery, NYG is at the forefront of applied research in Canada and is a top destination for learners.

NYG is known for:

- **Labor & Delivery:** One of the busiest single-site birthing centres in Ontario
- **Family Medicine:** Among the largest family medicine departments in Canada
- **Emergency Department:** One of the busiest in Ontario with the shortest wait times
- **Cancer:** Canada's only accredited breast cancer program
- **Seniors' Care:** Building one of the largest long-term care centres in Ontario
- **Mental Health:** Leader in mental health for youth, adults and seniors across four sites

For more information, please visit nyghfoundation.ca.

POSITION OBJECTIVE

Reporting to the Director, Corporate & Community Partnerships and supporting the Director, Donor Experience, the Coordinator will support the Corporate, Community & Events (CCE) team in the planning and execution of a variety of community and signature events, including the Masters Golf Tournament, Rally in the Ravine, Heart of Fashion, and other initiatives. Responsibilities will include assisting with event logistics, supporting vendor coordination, contributing to promotional activities, and providing on-site event support.

The Coordinator will also assist with administrative functions such as data entry, report coordination, and maintaining accurate records in Raiser's Edge NXT. In addition, they will work closely with the Donor Experience (DE) team to support donor data integrity, gift documentation, and stewardship-related projects.

This role is ideal for an organized, detail-oriented individual who is comfortable managing multiple priorities and collaborating across teams. It is well-suited for someone looking to grow their experience in fundraising and events, as well as for candidates who bring prior experience and are seeking a hands-on role with meaningful impact in a healthcare foundation setting.

KEY RESPONSIBILITIES

- Collaborate with the Marketing team to support the execution and publication of event websites and promotional materials
- Perform data entry and maintain accurate, up-to-date event and donor records in Raiser's Edge NXT
- Assist with report requests, including coordinating with the Business Intelligence team to obtain data and insights as needed
- Support event logistics, including setup, teardown, and organization of event materials and storage areas. Occasional lifting of event materials (up to 50 lbs) may be required.
- Provide hands-on support in the planning and execution of a range of signature and community events.

- Assist with the promotion of upcoming events through on-site engagement (e.g., staffing promotional booths), encouraging participant sign-ups, and distributing promotional materials within the hospital and surrounding community
- Provide administrative support to the Donor Experience team including updating donor recognition and stewardship details in Raisers Edge NXT, making donor calls and supporting events as required
- Support the Donor Experience Team in work related to donor funds, including reviewing and summarizing gift agreement information and organizing donor files and records.
- Other duties as assigned

QUALIFICATIONS & COMPETENCIES

- Some experience in philanthropy, fundraising, events, or a related field is preferred; experience within a hospital, post-secondary institution, or similarly complex environment is an asset
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Confident and professional communicator, with the ability to conduct outreach to local businesses to solicit donations and build relationships
- Access to a vehicle is considered an asset to support community outreach efforts (e.g., distribution of promotional materials); mileage will be reimbursed
- Demonstrated ability to engage with diverse communities, with an understanding of and appreciation for inclusive approaches
- Self-motivated and proactive, with the ability to work both independently and collaboratively within a team environment
- Strong verbal, written, and interpersonal communication skills
- Interest in or passion for health care philanthropy and an understanding of North York General's role within the Greater Toronto Area
- Flexibility to work occasional evenings and weekends in support of events

Assets:

- Familiarity with event fundraising platforms such as TeamRaiser or Funraisin
- Experience with donor databases such as Raiser's Edge NXT and marketing tools such as Feathr

FOR MORE INFORMATION

The target pay for this role is between \$25 and \$30 an hour based on experience. The successful candidate would be required to work four full days a week for a period of 7 months in person inside the Foundation offices in North York General. All inquiries and applications will be held in strict confidence. Interested candidates should send their resume and letter of interest to foundationcareers@nygh.on.ca no later than May 8th, 2026.

At NYGF, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live, including those with disabilities. NYGF is committed to providing accommodation in all parts of the hiring process. If you require accommodation, we will work with you to meet your needs.