

## JOB POSTING DETAILS

<b>Job Title</b>	Fundraising & Resource Development Planner	<b>Job Type</b>	NA
<b>Job ID</b>	3117	<b>Duration</b>	?Part-time hours (i
<b>Date Posted</b>	November 25, 2021	<b>Location</b>	Blind River
		<b>Closing Date</b>	December 18, 2021

### Job Overview - Description & Duties

The North Shore Health Network Foundation is a registered charity that raises funds to support the North Shore Health Network (NSHN) sites in Blind River, Thessalon, and Richards Landing. The Foundation's fundraising efforts allow NSHN to replace aging medical equipment, purchase innovative technology, and boost patient services.

The Fundraising & Resource Development Planner assists the Foundation in the design and implementation of events and draws/raffles as well as in the research and submission of grant applications. The successful candidate will work closely with the Coordinator and Board of Directors in creating new opportunities to engage with donors and distribute information on NSHN's current needs.

### Required Skills

Completion of a College program in related studies (i.e. Communications, Design, Fundraising Management, Business, etc.) or equivalent experience.

Experience with Microsoft programs (Word, Excel, PowerPoint, etc.) as well as Design Programs (Adobe, InDesign, etc.).

Excellent verbal and written interpersonal communication skills.

Good organizational skills and ability to attend to several concurrent projects.

High standards of ethics and confidentiality to handle sensitive information.

Demonstrated ability to work as a committed team player.

Bilingualism (French/English) is an asset.

### Other Requirements

Develop and implement marketing and fundraising strategies for the North Shore Health Network Foundation.

Research area statistics and analyze trends to identify new fundraising opportunities.

Design advertisements, social media posts, posters, raffle tickets, etc.

Research grant/funding opportunities and submit applications.

Build successful relationships with donors and community partners.

All other duties as assigned.

### How to Apply

Interested applicants are welcome to submit their cover letter and resume to:

NSHN Foundation

Att: Cynthia Wilton-Koke, Coordinator

cwilton@nshn.care