

JOB DESCRIPTION	
POSITION (Title):	Philanthropy Associate
DIVISION:	PRESIDENT & CEO
DEPARTMENT:	St. JOSEPH'S FOUNDATION OF THUNDER BAY
SITE:	ST. JOSEPH'S HERITAGE
REPORTS TO (Title):	President/CEO – ST. JOSEPH'S FOUNDATION OF THUNDER BAY

GENERAL ACCOUNTABILITY:

The **Philanthropy Associate** advances the mission of St. Joseph's Foundation by developing and managing the annual giving program. This role drives key initiatives—including Monthly Giving, Employee Giving, the Year-End Appeal, and Be Their Secret Santa—while ensuring exceptional stewardship and accurate donor records. Working with staff, volunteers, and community partners, the Philanthropy Associate manages signature and third-party events, identifying opportunities to grow revenue and participation. The position also supports marketing and communications, collaborating with external vendors to create impactful materials and maintaining consistent branding. Through strategic fundraising, event leadership, and inspired donor care, the Philanthropy Associate helps secure vital revenue for the diverse health care needs of St. Joseph's Care Group.

Key Responsibilities

Annual Giving Program

a) *Annual Fund*

- Strengthen, expand, and elevate all facets of the Foundation's **annual philanthropic giving program** and overall fund development strategy.
- Coordinate and grow the **Monthly Giving Program**, including stewardship, renewal, and acquisition of new monthly donors.
- Oversee and champion the **Employee Giving Program**, engaging staff in meaningful giving to benefit St. Joseph's Care Group.
- Manage the **Year-End Appeal**, including drafting content, coordinating mailings, tracking responses, and analyzing results.
- Manage the annual Be Their Secret Santa campaign.
- Maintain accurate donor records using the Foundation's Donor Perfect CRM system.
- Respond to and acknowledge donor inquiries and contributions.
- Monitor fundraising progress, prepare reports, and identify opportunities for increased revenue and participation.

b) Signature Events

- Lead, manage, and provide full oversight for all aspects of the Foundation's signature events—including the **Annual Golf Classic, Curl for Care, and Walk for Diabetic Footwear**—ensuring effective coordination and successful execution.
- Identify, cultivate, and execute opportunities to enhance revenue streams and broaden attendance for all Foundation events.
- Work with staff and volunteers on event planning, promotion, sponsorship fulfillment, and day-of execution.
- Assist in coordinating event materials, registration, and donor/guest follow-up.
- Support post-event reporting, stewardship, and evaluation.

c) Third-Party Events

- Serve as the **point of contact** for community-led fundraisers benefiting the Foundation.
- Provide guidance, promotional support, and stewardship for organizers of third-party events.
- Ensure proper recognition of event hosts, sponsors, and participants.
- Track and report on revenue and donor engagement resulting from these initiatives.

Donor Stewardship

- Enhance and manage **stewardship activities** to thank, recognize, and continually engage donors at all levels.
- Prepare personalized thank-you letters, impact reports, and donor communications.
- Assist in donor recognition activities, including events, plaques, and public acknowledgments.
- Track donor milestones (e.g., anniversaries, special achievements) and support timely, meaningful outreach.
- Ensure excellent donor care through responsiveness, attention to detail, and a compassionate approach.

Marketing and Communications

- Assists in developing and executing the Foundation's annual marketing and communications plan.
- Collaborates with external vendors to develop and produce marketing and communication materials that effectively promote the Foundation's initiatives and events. Maintains website content and provides support for basic updates.
- Designs and produces print and digital materials for fundraising initiatives and events.
- Supports promotion of both external and internal Foundation activities.
- Ensures compliance with brand and visual identity guidelines.
- Ability to provide general administrative and office support.

Qualifications & Attributes

- Post-secondary education in fundraising, communications, marketing, or related field, or equivalent experience.
- 2–3 years of experience in fundraising, event coordination, or charitable sector donor relations

- Strong project management skills with the ability to manage multiple projects and deadlines.
- Excellent written and verbal communication skills with attention to detail.
- Comfortable working with databases (e.g., Raiser's Edge, DonorPerfect, or equivalent).
- Demonstrated professionalism, integrity, and commitment to the mission and values of St. Joseph's Foundation.
- Ability to work occasional evenings and weekends for events.
- Preference given to candidates with CFRE designation

Health and Safety:

Employee Health & Safety

- Responsible for following all Occupational Health and Safety regulations and relevant organizational policies and procedures to ensure personal safety and safety of others
- Participates in monthly safety inspections, emergency drills and training programs as required
- Reports any equipment, safety concerns or hazards to supervisor

ORGANIZATIONAL RELATIONSHIPS

- Reports to President/CEO, St. Joseph's Foundation of Thunder Bay
- Works with St. Joseph's Foundation employees and volunteers
- Maintains varied involvement with St. Joseph's Care Group employees, local businesses, and organizations, and the general public
- Maintains collaborative working relationships with all internal and external contacts, ensuring behaviors are congruent at all times with SJCG Principles of Conduct

QUALIFICATIONS

Education/Experience:

- Related post-secondary education and experience
- Experience with fundraising, event management and communications in a not-for-profit environment
- Knowledge of public relations and the various types of media

Skills/Abilities:

- Ability to communicate effectively and concisely, both orally and in writing
- Proven ability to establish effective working relationships with superiors, co-workers, volunteers, the public
- Strong organization and time-management skills
- Ability to think critically and identify risks
- Ability to work independently as well as part of a team
- Proficient in the use of office computer equipment and software, including word process, spreadsheet, presentation, and publishing software
- Working knowledge of *Occupational Health & Safety Act*
- Ability to lift up to 40lbs, stand and sit for long periods of time

CONDITION OF EMPLOYMENT:

- Ability to travel to various work locations as required and provide own transportation
- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)

REVIEWED & APPROVED BY:

DIRECTOR:	G. BRESCIA	DATE:	September 2025
HUMAN RESOURCES:	K. UPTON	DATE:	
SUPERSEDES:		DATE:	