



Donor Engagement Officer
Permanent Full-time (37.5 hours/week)

Join our team!

Are you passionate about creating meaningful donor experiences and bringing impact stories to life? Do you believe gratitude should feel personal, impact should be tangible, and recognition meaningful? If so, we welcome you to apply!

Huntsville Hospital Foundation is raising funds to build a new state-of-the-art hospital through the Raise Muskoka Campaign, a once-in-a-generation transformation of healthcare in our region. We are seeking a creative, detail-oriented professional to lead donor stewardship and communications initiatives that elevate the donor experience and inspire continued generosity.

Reporting to the Director of Philanthropy, the Donor Engagement Officer works collaboratively with the Foundation team to deliver thoughtful stewardship, compelling storytelling, and coordinated communications.

POSITION SUMMARY

The successful candidate will embody our values by helping donors imagine what's possible, build authentic partnerships, deliver meaningful impact, and ensure accountability in every interaction. In collaboration with the philanthropy team, this position will play a key role in shaping and implementing how we:

- Celebrate generosity
- Demonstrate impact in creative, compelling ways
- Fulfill our commitments to donors
- Share the stories that connect philanthropy to healthcare

KEY RESPONSIBILITIES

1. Donor Stewardship & Recognition

- Develop annual and individualized stewardship plans aligned with donor intent and campaign priorities to support the Philanthropy team.
- Ensure all gift agreement recognition and reporting commitments are met accurately, thoughtfully, and within established timelines.
- Lead the development and oversight of timely, personalized acknowledgments and follow up communications to ensure every donor feels valued and well informed.
- Build and strengthen long term donor relationships through meaningful and strategic stewardship touchpoints.
- Manage naming opportunities, donor wall updates, and recognition initiatives.
- Lead stewardship and recognition initiatives, including hospital tours, small gatherings, milestone celebrations, and announcement events.
- Contribute to the planning and execution of events as needed.
- Maintain professionalism, gratitude, and integrity in all donor interactions.



2. Foundation Communications & Storytelling

- Create engaging, donor focused communications, including:
 - Thank you letters, impact reports and campaign updates
 - Event briefs, speaking notes and media releases
 - Website and social media content
 - Video scripts and donor gratitude messages
- Capture and share stories from physicians, hospital leaders, and patients that bring philanthropy to life.
- Manage campaign and annual communications projects, such as newsletters, direct mail appeals, and the annual report, in collaboration with the Foundation's external communications partner.
- Collaborate with Muskoka Algonquin Healthcare (MAHC) communications team to ensure consistent messaging and brand alignment.
- Enhance the Foundation's social media presence by creating content that showcases impact, annual and campaign and program milestones, and donor generosity.
- Generate creative ideas for new stewardship initiatives, recognition programs, and donor storytelling opportunities that support campaign goals.

3. Data & Continuous Improvement

- Track stewardship touchpoints and engagement metrics using Raiser's Edge NXT.
- Monitor recognition fulfillment and ensure consistency across portfolios.
- Use data and analytics to refine stewardship strategies and support donor segmentation.
- Maintain accuracy, confidentiality, and integrity in all donor records.

QUALIFICATIONS

- Post-secondary education in communications, public relations, fundraising, or related field; CFRE an asset.
- Minimum 3 years' experience in donor relations, fundraising communications, or related philanthropic role, ideally in a hospital foundation or similar non-profit.
- Exceptional writing skills across multiple channels.
- Experience planning stewardship or fundraising events.
- Proficiency with Microsoft Office; experience with Canva, AI tools, Adobe Creative Suite, and a fundraising CRM (e.g., Raiser's Edge or similar) preferred.
- Strong organizational skills and the ability to manage multiple priorities within a small, fast-paced team during a major campaign.
- Demonstrated commitment to collaboration, accountability, and excellence in donor service.
- Forward-thinking mindset with the ability to see the big picture while delivering on the details.

HOW TO APPLY:

Send your resume and cover letter by email to: hfoundation@mahc.ca

Huntsville Hospital Foundation is an equal-opportunity employer.

Salary range: \$61,314 - \$84,484, including benefits and pension.

The position will remain open until a suitable candidate is selected. We appreciate everyone who applies, but only those selected for an interview will be contacted.