



Job Title: Development & Communications Officer
Reports to: Executive Director; supports the Chair and CMHF Board of Directors as required

Date: September 23, 2025

JOB SUMMARY:

The **Development & Communications Officer** at the Campbellford Memorial Hospital Foundation reports to the Executive Director; supports the Chair and CMHF Board of Directors as required and works closely with other Foundation Staff. They will support the Executive Director in advancing key philanthropic relationships while managing a portfolio of entry-level donors and other potential supporters and sponsors. This role is ideal for someone who thrives in a dynamic environment, has excellent communication and creative skills, and is committed to providing an outstanding donor experience. It is a unique opportunity to manage a portfolio of donors, sponsors and supporters independently—advancing our mission to provide better care close to home by raising funds for new patient equipment and the local share of the exciting new hospital project.

The **Development & Communications Officer** supports the CMH Foundation's mature fundraising program with a special focus on external and internal communications, signature event planning and third party event support.

Key Responsibilities:

Development:

- Develop and maintain strong relationships with donors, hospital staff, and volunteers.
- Research, recommend and execute approved fundraising strategies for annual giving programs, including the ***Angels of Care Campaign, Giving Tuesday, spring mailing*** and ***Employees Care Campaign***.
- Oversee the planning and execution of the ***Catch the Ace*** Raffle. Ensure all fundraising programs comply with current local, provincial and federal laws, rules and regulations for the operation of registered charities and charitable lotteries. Train, direct and supervise all lottery and event volunteers.
- Staff lead on all Signature Events, including the ***Incredible Doctors' Cook-off*** and ***Ranney Gorge Run***. Research and prepare sponsorship packages for all Signature Events. Create supporting communications materials (invitations, articles, visuals, videos, etc.).
- Actively participate in events to ensure their successful execution.
- Staff liaison for all **Third Party Events**.

Communications:

- Define and implement the Foundation's communications strategy in collaboration with the Board and Foundation team.
- Conceptualize, develop, implement and monitor an approved plan for annual fundraising communications for all programs. This includes the Foundation's Annual ***Giving Matters*** Newsletter, Monthly e-Newsletter, ***Monday Report***, and other internal communications.

- Support team members with development of persuasive fundraising presentations, letters, pitches, sponsorship packages, etc.
- Prepare reports and briefs for internal and external stakeholders, including the Board of Directors.
- Manage digital and social media, including updating the Foundation's websites (WordPress), planning, writing, and publishing content and advertising for social media (Meta, YouTube, Google Ads, etc.)
- Prepare news releases and gift announcements.
- Provide consultation and strategic thought on Foundation issues, and public relations as well as all campaigns.
- Liaise with media as a representative of the Foundation.
- Attend community events for the purpose of building/strengthening relationships with donors, prospects, and community connections.
- Stay current with relevant legislation, market trends and fundraising program best practices.

Administrative:

- Input development activities into the Foundation's donor database (DonorPerfect).
- Prepare and manage approved Signature Events budgets and critical path timelines for projects and programs.
- Set tangible goals for all projects in portfolio.
- Monitor programs and analyze results for continuous improvement.
- Perform other tasks as assigned by management.

Knowledge, Experience and Other Details:

- Minimum of 3 years of experience in fundraising, donor relations, event management or a related role, ideally within a healthcare or non-profit setting.
- Certificate in Fundraising Management or Fundraising Executive designation (CFRE) an asset.
- Proven ability to build and manage donor relationships with discretion, professionalism, and sound judgment.
- Experience with a CRM system, preferably DonorPerfect.
- Strong written communication skills.
- Strategic thinker with the ability to plan and implement customized cultivation and engagement activities that lead to confirmed gifts or sponsorships.
- Highly organized and detail-oriented, with the ability to manage multiple projects and deadlines in a fast-paced environment.
- From time to time, the ability to work after traditional hours will be required, including evenings and weekends.
- Comfortable conveying the Foundation's mission and vision in an inspiring and compelling manner.
- Collaborative and flexible team player with a proactive, goal-oriented mindset.
- Passion for healthcare philanthropy and a strong commitment to the mission of the Campbellford Memorial Hospital Foundation.
- Knowledge of group processes, volunteerism, committee work, organizational structures, community issues and needs
- Knowledge of the Trent Hills and surrounding area is an asset
- Demonstrated ability to successfully develop, plan, implement & evaluate programs and events
- Professional presence that reflects well on the Campbellford Memorial Hospital Foundation

- Independent and innovative self-starter, must be able to function autonomously to achieve goals and results
- Public speaking, communication (oral & written), interpersonal and analytical skills
- Personal integrity, positive attitude and ability to inspire staff, volunteers
- Passion to succeed, commitment to goals
- Exceptional listening skills
- Adaptable, collaborative and team player
- Proficiency to address time sensitive and converging objectives
- Ability to work effectively with Board members, Hospital staff, physicians, other Foundations, the public and media
- Demonstrated competence and experience in office administration
- Respect for confidentiality is critical

Location: Campbellford, ON (The role is mainly on-site, with the possible option of 1 to 2 days/week remote.

Compensation:

- Competitively set within industry norms for comparable functions in the non-profit sector. (Compensation package, includes a HOOPP pension plan, a comprehensive benefits package, generous vacation accrual, a professional development budget, and a friendly and positive working environment.)
- Salary Range: \$55,000 to \$70,000

How to apply: Email your resume and cover letter by October 10, 2025 to careers@cmh.ca with the job title and competition number N25-24 in the subject line. Those selected for an interview will be contacted.

About Us:

The Campbellford Memorial Hospital Foundation raises funds in support of Campbellford Memorial Hospital (CMH), a 38-bed facility located in beautiful Trent Hills, ON, on the banks of the Trent River in picturesque Northumberland County.

CMH is a small, rural hospital meeting the health care needs of residents in a large service area, encompassing ten municipalities and three counties.

New Hospital: In May 2025, the Campbellford Memorial Hospital was awarded a capital planning grant to build a new hospital as part of a Campus of Care that will create one location for a continuum of health services here for our patients. Once complete, the redevelopment project will bring together the Hospital, a new Long-Term Care Home, a Community Mental Health Clinic, our Geriatric Assessment and Intervention Network, and future plans to build Supportive Senior Housing.

Our Community:

Campbellford is a small, picturesque town in the heart of the municipality of Trent Hills. Living in Trent Hills will bring you closer to nature, offering an outdoor lifestyle with close proximity to the Trent Severn Waterway, Ferris Provincial Park, and a wealth of trails for ATVs and snowmobiles.