

## **Donor Engagement Assistant**

Reporting to the Annual Giving – Development Officer, the Donor Engagement Assistant is responsible for supporting and advancing the annual giving portfolio with additional supports to the communication team all while advancing the mission of Niagara Health Foundation by fostering strong relationships with donors and staff.

This position requires in-office attendance with hybrid flexibility.

### Role & Responsibilities

#### Annual Giving Support

- Provide support to the Annual Giving – Development Officer.
- Create and write welcome emails to new donors as well as thank you cards
- Assist with stewardship of monthly, general, in honour and gift of gratitude donors
- Assist with donor wall programs
- Support and arrange donor data used in mail programs
- Track results and prepare comparison reports from donor outreach activities
- Support editing and proof reading of annual giving materials
- Support annual giving community events
- Liaise with community groups, municipalities and similar for annual giving community events
- Interview donors and community groups to collect stories
- Manage subscribe/unsubscribe lists for mailer data.
- Support in annual giving, equipment and similar social media content creation and delivery.
- Other duties, tasks and projects as assigned.

#### Communication Support

- Support the communication team at the Foundation when tasked.
- Support the Foundation Staff Lottery Process with Niagara Health and external partners.
- Update website content, information and similar
- Support on event days with social media content, photos/videos and similar.
- Support the Foundation with social media and digital content planning and delivery.

#### Administrative Support

- Provide administrative support to the Annual Giving – Development Officer
- Provide administrative support coverage from time to time at the Foundation reception desk.
- Provide administrative support to the Donation Processing Team during times of increased mail intake.

Phone: 905-323-FUND (3863) | [foundation@niagarahealth.on.ca](mailto:foundation@niagarahealth.on.ca) | [www.NiagaraHealthFoundation.com](http://www.NiagaraHealthFoundation.com)

Qualifications & Experience

- University degree or College diploma in communications, fundraising, community engagement or similar;
- 1 – 3 years of working in communications, administration, or a non-profit/fundraising environment;
- Excellent communication and relationship building skills with an ability to prioritize, and work with a variety of internal and external stakeholders;
- Excellent writing, communications and presentation skills;
- General knowledge of Windows and Microsoft Office, and Internet proficiency;
- Personal qualities of integrity, ability to handle sensitive/confidential donor information, credibility and dedication to the mission of the Niagara Health Foundation;

To apply, please submit your cover letter and resume to [foundation@niagarahealth.on.ca](mailto:foundation@niagarahealth.on.ca).

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