



WDMH Foundation Vacancy Posting

Position: Donor Relations Specialist

Position Description: Temporary Part-Time (12 months, with possibility of extension), (22.5 hours per week), Non-Union

Start Date: September 2, 2025

About The Foundation:

The WDMH Foundation is a small but dynamic organization, fundraising to support the needs of both the Winchester District Memorial Hospital (WDMH) and Dundas Manor Long-Term Care Home. We work hard to ensure that our donors trust us, feel our gratitude, are well-informed, and enjoy positive giving experiences. Through their monthly, annual, planned, in-kind, and future gifts, our amazing donors support healthcare close to home.

Our Commitment:

Together with current and future donors who - like us - value excellence in local health care, we work to inspire and support their investments of time and financial gifts.

We work hard to ensure that our donors trust us, feel our gratitude, are well-informed, and enjoy positive giving experiences. In all things, our donors are #1.

We value accountability, transparency, and integrity - and celebrating our donors' achievements and successes along the way.

Summary of the Position:

Reporting to the Executive Director, the Donor Relations Specialist is the backbone of our donor relations program - supporting donors and the Foundation team alike. The main objective for the Donor Relations Specialist is to ensure that donors feel our gratitude. This position works very closely with all members of the team and supports colleagues with administrative duties and events.

Nature and Scope of Work:

Stewardship of Donors

- Thank donors as per Thank You Call Policy
- Manage the monthly anniversary card process
- Manage the newsletter process
- Organize Board Thank You Call Blitz twice per year
- Write personalized and meaningful receipt letter text
- Offer and arrange tours of WDMH and / or medical equipment
- Offer and arrange tours of new Dundas Manor
- Monthly Giving program (Lynne's Club) benefits process
- Work with relevant WDMH staff to learn the true impact of medical equipment (i.e. number of tests; trips saved to city hospitals etc.) and develop a plan on how to highlight a minimum of one piece of equipment per year

Donor Recognition

- Annual WDMH donor wall update
- Annual Dundas Manor donor wall updates
- Assist with WDMH room and department namings
- Dundas Manor room and department namings (one time)
- Pledge completion certificates and thank you cards
- Develop process for and notify WDMH personnel when donations are made in honour of an individual / team / department
- Develop policies and procedures as needed
- Maintain "Thank a donor" boards in various departments

Research

- Review local newspapers and social media, update staff on relevant information regarding donors and current events
- Link known relationships in donor database
- Review obituaries and add relevant information to database
- Add relevant media into database on a weekly basis, clear backlog

Administrative

- Maintain a collaborative relationship with all WDMHF / WDMH / Dundas Manor staff, volunteers and stakeholders
- Compile and maintain a databank of testimonials from donors; obtain written permission for use, and develop a tracking system to organize for later use
- Develop policies and procedures as needed
- Support other staff with administrative tasks
- Other duties as assigned

Raiser's Edge / NXT Database

- Attaching media
- Recording actions
- Creating / linking relationships
- Creating queries and exports

Miscellaneous

- Send follow-up package to orientation attendees re: Lynne's Club; newsletter; Reminder of Honour Your Caregiver Program; Annual Report (send three months after orientation date)
- Greet donors / visitors / patients and handle their needs or provide direction
- Support other staff with event planning and management
- Manage newspaper process, keep bulletin boards / poster holders up to date
- Participate in new employee orientation
- Participate in educational training / staff education as assigned or required
- Other duties as assigned

Qualifications:

- Must care about local health care in our region (must be able to demonstrate)
- Grade 12 Secondary School Diploma
- High proficiency with Microsoft Word, Excel and Outlook (will be tested)
- General understanding of donor relations concept (acknowledgement, recognition, stewardship, ask again)
- General understanding of fundraising principles
- Ongoing education and development are expected
- Willingness to learn Raiser's Edge / NXT database

Competencies:

- Exceptional interpersonal and communication skills in English (both written and verbal)
- Must demonstrate discretion and professionalism in protecting confidentiality of donors.
- Strong attention to detail
- Exceptional organizational and time management skills
- Ability to work under pressure
- Ability to meet deadlines
- Ability to work in a fast-paced environment
- Ability to work both independently and as part of a team
- Ability to work with minimal supervision
- Available to work occasional evenings and weekends as required for events
- Ability to sit or stand for extended periods of time
- Good problem-solving skills
- Ability to always represent the WDMH Foundation in a professional manner
- Ability to exercise solid judgement
- Takes pride in doing a good job and has a high commitment to quality
- Proven ability to read cursive writing (will be tested)
- Competent in website and social media use.

WDMH Commitment Statement:

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

Patient Safety:

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centerpiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

Application Information:

Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Cindy Ault Peters, Executive Director, WDMH Foundation at: cpeters@wdmh.on.ca

At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive, and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with the WDMH Foundation. Accommodations are available on request for candidates taking part in all aspects of the selection process. For information or to discuss any specific needs you may have in the interview process or in any testing required of candidates, please email cpeters@wdmh.on.ca.

We appreciate interest from all candidates, however only those selected for an interview will be contacted.

Job Posted: July 24th, 2025

Application Deadline: August 4th, 2025 at 5:00 pm