

**MISERICORDIA HEALTH CENTRE FOUNDATION  
FUND DEVELOPMENT ASSISTANT  
FUTURE OF CARE CAPITAL CAMPAIGN**

**TERMS OF REFERENCE**

January 30, 2012

**General**

The Fund Development Assistant is responsible for providing support for the Executive Director and development staff involved in raising philanthropic gifts from individuals, foundations, businesses and organizations for the *Future of Care* capital campaign. The Fund Development Assistant supports and assists the Executive Director in implementing *Future of Care* plans, managing donor information, organizing point of entry and follow up, handling oral and written communication with donors. The Fund Development Assistant manages the *Future of Care* donor database and produces data for the purposes of fund development and analysis.

The Fund Development Assistant is expected to maintain a high degree of tact, integrity and resourcefulness in all activities and at all times. He/she will express and act upon a cogent vision of MHCF priorities and initiatives, demonstrating positive qualities both within and outside MHCF.

**Specifics**

The Fund Development Assistant has four areas of primary responsibility:

- I. Manage the *Future of Care* prospects and donors
- II. Produce professional materials such as letters, envelopes, written materials and reports using all programs in Office, including Excel.
- III. Assist with organization and logistics for meetings, donor tours, donor and acquisition mailings and stewardship activities
- IV. Organize and maintain the Future of Care hard and electronic files and other materials.

**Reporting Relationship**

The Fund Development Assistant reports to the Executive Director of the Foundation.

**Skills and Knowledge Required**

- A solid understanding of fundraising databases particularly Raisers Edge.
- Some understanding of private sector philanthropy
- Excellent understanding of and ability to use all Office software

- Excellent oral and written communication skills
- Organized and able to organize people and things
- Resourceful and innovative
- Flexible and able to multi-task
- Able to work with a team of fund development staff.

### **About Misericordia Health Centre Foundation**

#### **Our Mission**

To maintain a culture of compassion and to be a catalyst for financial support of MHC's vital role in meeting the changing health care needs of Manitobans.

Throughout the year we host a variety of events to raise money for Misericordia Health Centre. They include our Angel Ball gala dinner in the spring, our Misericordia Golf Classic every summer and our Angel Squad Christmas campaign.

#### ***The Future of Care***

The Misericordia Health Centre Foundation is proud to support Misericordia Health Centre as it plays a vital role in meeting the changing health care needs of Manitobans. Today, Misericordia represents the future of care as a centre for multiple programs and medical disciplines. It is home to one of the country's leading eye care centres, is an important long-term care facility and hosts the province's health care contact centre. It also offers a busy Urgent Care department, a leading sleep disorder treatment centre and various diagnostic programs.

We believe the Misericordia Health Centre continues to be a model for compassionate care just as it was when it was founded by the Misericordia Sisters in 1898.

Please email or drop off resume and cover letter to:

Patti Smith, CFRE  
Executive Director  
Misericordia Health Centre Foundation  
161 – 99 Cornish Avenue  
Winnipeg, MB  
R3C 1A2

[www.misericordiafoundation.com](http://www.misericordiafoundation.com)

Closing date: Friday, February 10, 2012, 4:30 p.m.

*We thank you for your interest, but only those selected for an interview will be contacted.*