**Title:** Officer, Mid-Level Giving

**Department:** Community Giving

**Reports to:** Manager, Mid-Level Giving

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Who We Are**

Sunnybrook Foundation inspires lasting support for Sunnybrook Health Sciences Centre, one of Canada’s largest and most dynamic health science centres impacting the lives of the more than 1.1 million patients it sees each year. Sunnybrook is ranked #2 in Canada and #24 worldwide in Newsweek Magazine’s World’s Best Hospitals 2025 list. This is the seventh consecutive year Sunnybrook has received this recognition.

Together with our donor community, Sunnybrook Foundation raises critical funds for Sunnybrook’s world class academic health sciences centre to achieve our shared vision to invent the future of health care. With ambitious goals ahead, the Foundation is committed to continuing to grow our results and impact as we help Sunnybrook to raise sights, uncover new possibilities, develop talent, and deliver exceptional care.

We are one team in pursuit of a common purpose – to inspire lasting support for Sunnybrook – and we are guided by our values: Build Connectedness, Act with Integrity, Meaningful Collaboration and Strive for Excellence.

**Why Join Us**

At Sunnybrook Foundation, purpose and passion drive us. We lead with our values and know that our diversity makes us stronger. Here, your work will help raise funds to shape the future of one of the world’s best hospitals, contributing to innovation and a profound impact on the communities we serve. You will collaborate, learn, and grow with a team united in our ambition.

**Position Overview**

The Officer, Mid-Level Giving is a vital member of the Community Giving team at Sunnybrook Foundation, supporting efforts to drive growth through meaningful donor engagement. Reporting to the Manager, Mid-Level Giving, the Officer will help execute strategies to grow and steward the Foundation’s mid-level donor portfolio, currently defined as annual gifts between $1,000 and $24,999.

This role includes providing administrative and strategic support for the Manager’s personal solicitation portfolio, actively engaging prospective mid-level donors, and supporting one-to-some outreach strategies. The Officer plays a key role in ensuring mid-level donors receive a personalized, engaging experience that fosters retention, deepens loyalty, and inspires continued and increased support.

The Officer will also assist in cross-functional collaboration, contribute to meeting revenue targets, support cost management, and ensure all activities are aligned with Sunnybrook Foundation’s standards and best practices.

**Key Duties & Responsibilities:**

**Strategic Alignment & Integration**

* Develop and maintain a strong understanding of Sunnybrook Foundation’s Strategic Plans, the annual Community Giving Plan, and the Mid-Level Giving business plan.
* Build knowledge of Sunnybrook’s brand, awareness initiatives, and fundraising activities to ensure alignment in donor engagement.
* Understand Sunnybrook Health Sciences Centre’s funding priorities to effectively connect donor interests with impact opportunities.

**Donor Engagement & Portfolio Management**

* Manage a personal portfolio of mid-level donors to cultivate, solicit, and steward support through personalized strategies (email, phone, written notes, and in-person meetings).
* Lead donor outreach and engagement efforts with the goal of improving donor retention, securing upgrades, and deepening donor relationships.
* Meet or exceed activity and performance metrics, including revenue, renewal, upgrade, and cultivation targets.

**Support the Manager & Team Collaboration**

* Partner with the Manager, Mid-Level Giving to execute a comprehensive donor action plan that delivers a seamless and rewarding experience.
* Support the Manager with the execution of their personal solicitation plan and engagement activities with Sunnybrook’s Governing Council.
* Collaborate with the Manager and the Community Giving team to ensure strategic alignment between donor goals and Foundation priorities, maximizing opportunities for donor advancement.

**Communications & Stewardship**

* Provide project management and content support in the development of tailored donor communications for cultivation, solicitation, acknowledgment, and stewardship.
* Execute donor support activities including personalized outreach, mailings, and timely follow-up.
* Contribute to stewardship reporting and impact communications that reinforce donor value and inspire continued giving.

**Administrative & Operational Support**

* Ensure accurate and timely data entry, coding, and information management for donor activity within CRM and related systems.
* Provide administrative and coordination support for team-wide projects or initiatives as needed.
* Attend donor events and represent the Foundation as required.

**Other**

* Perform additional duties as assigned in support of the Foundation’s goals.

**Qualifications and Competencies**

* Minimum of 5 years’ experience in fundraising or a related field, with demonstrated success in donor cultivation, solicitation, and stewardship.
* Strong understanding of donor stewardship and relationship management, particularly with mid-level donors.
* Excellent interpersonal, verbal, and written communication skills, with the ability to effectively engage stakeholders and represent the organization with professionalism and discretion.
* Proven ability to manage multiple priorities, projects, and relationships in a fast-paced, collaborative environment; highly organized, adaptable, and self-directed.
* Strong critical thinking, problem-solving, and decision-making skills, with sound judgment and the ability to escalate appropriately when needed.
* Comfortable engaging with donors through phone, email, and events.
* Proficiency in Microsoft Office (Excel, Word, PowerPoint); experience with Raiser’s Edge or other CRMs, and familiarity with data analysis is an asset.

**Total Rewards Package**

The hiring range for this position is $70,000 - $80,000. The salary will be determined based on the successful candidate’s years of experience, qualifications and competencies that are relevant to this position.

In addition to salary, our competitive compensation package also includes, comprehensive health and dental benefits, HOOPP (Healthcare of Ontario Pension Plan), hybrid work environment with a minimum of two (2) days in office, 2 float days each fiscal year and additional Sunny Days (long weekend closures in advance of summer long weekends and Christmas Eve).

*We thank all applicants in advance. Only those selected for an interview will be contacted.*

*We know that everyone’s career journey looks a bit different and experience comes in many*

*forms. If you’re unsure whether your experience matches all of the requirements but still think this would be a great fit, we encourage you to apply.*

*Sunnybrook Foundation values equity, diversity and inclusion within the workplace and is committed to fostering a work environment where employees can bring their whole selves to work, are valued for their diversity, and feel a sense of belonging.*

*Sunnybrook Foundation is committed to providing accessible employment practices. If you require accommodations during any stage of the recruitment process, please advise us when submitting your application and email FoundationHR@sunnybrook.ca.*