



Position Title: Development Associate
Organization: Royal Inland Hospital Foundation
Location: Kamloops, British Columbia, Canada
Compensation range: \$23-\$25 – based on experience

Working Hours: Full-time position, 37.5 hours per week, Monday to Friday 8:30 am – 4:30 pm (some evenings and weekends required).

About Us:

The Royal Inland Hospital Foundation is dedicated to supporting the healthcare needs of our community by raising funds for equipment, research, and programs at the Royal Inland Hospital. We work collaboratively to ensure the highest quality of care for our patients and contribute to the betterment of healthcare services in Kamloops and beyond.

Here's where you come in:

We are looking for a dynamic, energetic, and passionate individual to join our team. Our mission is to enhance healthcare in our community, and we believe that the right person can make a significant impact in fostering relationships with our donors and supporting our initiatives. If you are driven by a desire to make a difference and have a knack for engaging with people, we want to hear from you. This role is essential in building strong connections with our donors, ensuring they feel valued and appreciated for their contributions.

Key Responsibilities:

- Act as the primary point of contact for incoming phone calls and emails, responding promptly and courteously
- Provide administrative support to management, assisting with various tasks as required.
- Support fundraising events and assist with donation gift processing when needed
- Provide donor stewardship as directed – calls, emails, thank you cards, etc
- Correspond with RIH staff regarding upcoming events and any other necessary communications
- Be responsible for ordering equipment recognition decals and liaising with corresponding departments for decal installation.
- All other duties as assigned by the CEO or direct manager.

Experience Required:

- 2-3 years of high-paced office experience
- Experience with Raiser's Edge, similar database or CR management systems preferred
- Familiarity with fundraising, bookkeeping, data entry, or related fields
- Strong organizational, communication, and analytical skills
- Proficiency in MS Word, Outlook, and Excel
- Ability to work independently, prioritize tasks, and meet deadlines
- Collaborative mindset with discretion handling confidential information
- A Class 5 BC Driver's Licence with personal vehicle is mandatory

What We Offer:

- Competitive salary
- Comprehensive pension and Employee Assistance Program, and health benefits plan
- 2 weeks paid vacation to start
- On-site Gym and Health & Wellness Benefits
- Professional development opportunities
- Serene work environment in a beautiful setting

How to Apply:

If you are passionate about making a difference in healthcare and possess the skills and experience outlined above, please submit your resume, cover letter, in confidence to Heidi Coleman, RIH Foundation CEO at Heidi.Coleman@interiorhealth.ca no later than 4:00 p.m. on Friday, November 8, 2024.

Ideal starting date: End of November, early December

Join us in contributing to the health and well-being of our community through the Royal Inland Hospital Foundation. We look forward to welcoming you to our team!