



Queensway Carleton  
Hospital Foundation



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## Major Gifts and Campaign Specialist at Queensway Carleton Hospital Foundation

***Are you interested in taking your fundraising career to the next level?***

***Do you want to help change lives and save lives in our community?***

***Are you ready to join an amazing team that values creativity, impact and has a supportive culture?***

***In your daily work, would you feel inspired by supporting the community hospital that Newsweek recently ranked as #1 in all of Canada.*** (source: <https://rankings.newsweek.com/worlds-best-hospitals-2026/canada>)

### About QCH Foundation:

We are proudly people-centric, placing patients, donors, staff, and volunteers at the heart of everything we do. Through meaningful collaboration—both within our team and across our community—we build partnerships that amplify impact and drive shared success.

Our team lives a “Go the Extra Mile!” mindset, consistently striving to exceed expectations and deliver exceptional results. Integrity guides every interaction, ensuring transparency, respect, and trust remain the foundation of our work. We hold ourselves accountable to the highest standards, taking ownership of our contributions and outcomes.

Innovation is central to our mission. By championing new ideas and forward-thinking approaches, we help advance patient care and strengthen the future of healthcare. Together, Queensway Carleton Hospital and Foundation foster a healthy, safe, and inclusive environment where everyone feels valued and empowered to thrive. With the support of our community, we continue to enable excellence in patient care—especially meaningful as QCH celebrates its 50th anniversary.

At the QCH Foundation, our work is driven by a shared commitment to making a meaningful difference in the lives of patients and families. We cultivate a positive, supportive culture where challenges are met with optimism and successes are celebrated together.



### Our Work Culture in Action:

Being part of the QCH Foundation team means access to a workplace that actively supports your growth. Through ongoing education, mentorship, and career development opportunities, team members are empowered to build skills, expand their expertise, and advance professionally.

Connection and collaboration are at the core of our culture. Regular team-building and strategy sessions encourage open dialogue, creativity, and alignment around shared goals. Initiatives like “Soup Group”—where colleagues share homemade recipes—bring this spirit to life, creating moments of connection that strengthen relationships and celebrate individuality.

You have the opportunity to be part of a passionate, purpose-driven team. Don't miss your chance—submit your resume today!

## Major Gifts and Campaign Specialist

**Start Date:** June 8, 2026

**Proposed Salary Range:** \$70,000 to \$80,000 with a full range of benefits, including a generous defined benefit pension through HOOPP

**Position:** Full-time based on 37.5 hour work week

### About the role of Major Gifts and Campaign Specialist

Queensway Carleton Hospital Foundation is seeking a Major Gifts and Campaign Specialist. This person will play an essential role in helping the Foundation meet its fundraising goals by providing support both to senior fundraising colleagues and lead campaign volunteers.

Reporting to the Vice President, Strategic Philanthropy, the incumbent will also support the Vice-President, Philanthropy and the Director, Philanthropy and Campaigns. Working collaboratively, the Philanthropy team will build and execute solicitation, pipeline and stewardship strategies to maximize individual and foundation donor support for the Hospital.

### Key accountabilities of the role include:

- Supporting major gift fundraisers by managing donor pipelines, tracking strategies and timelines, prospect research and maintaining accurate records in Raiser's Edge NXT.
- Managing the logistics of donor communications and documentation.
- Assisting with the implementation of fundraising plans, including coordination of cultivation, solicitation, and stewardship activities.
- Coordinating meetings, donor visits, and special events, providing logistical and administrative support throughout.
- Drafting proposals, grant requests, and gift agreements.
- Generating and analyzing reports to inform strategic planning and progress toward fundraising goals.

### Qualifications

- Minimum 3 years of direct experience in non-profit and/or in a fundraising support capacity would be an asset.
- Experience of using databases and CRM systems (experience with Raisers Edge and NXT desirable).
- College certificate or undergraduate degree. Combination of relevant education and work experience may be considered.
- Proficient in Microsoft Excel, Word, Outlook, Teams and PowerPoint.

### Personal Attributes:

- Excellent interpersonal and communications skills (oral and written).
- Organized and able to work on several projects simultaneously.
- Ability to work collaboratively on a team (remotely and in-person) efficiently and independently.
- Self-directed and proactive with a dedication to achieving and exceeding goals and objectives.
- Creative with strong problem-solving skills.
- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect.
- Abide by the policies and procedures of the Foundation and the Hospital.
- Operates within culture and core values of the organization.
- Pursues professional development and continuing education opportunities as well as seeking informal opportunities to expand professional knowledge through consultation with peers.

### Work Environment

This position follows a typical office environment. The incumbent will be required to very occasionally work evenings and weekends for key campaign events. QCH Foundation is an equal opportunity employer committed to providing purposeful work in a donor- centred environment. All qualified applicants will receive consideration for employment in a framework of respect, inclusivity and diversity.

**Please note:** This job description is subject to change due to campaign and fundraising strategy development.

### How to Apply:

Please forward your resume and cover letter in confidence to qchfound@qch.on.ca before May 8, 2026. Qualified applicants are encouraged to apply as soon as possible and be available for interviews, which will be scheduled as applications are received. The posting will remain open until a successful candidate has been confirmed. While QCH Foundation thanks all applicants for their interest, only those applicants selected for an interview will be contacted.