

Development Coordinator

Hillel Lodge LTC Foundation | Ottawa, Ontario | Full-Time, 3-month Contract with the possibility of extension, non-union.

Salary Range: \$25 - \$27 per hour, based on experience

Reports to: Executive Director, **Interviews:** Until filled

The Moment You've Been Waiting For

Hillel Lodge has cared for Ottawa's Jewish seniors for generations, and right now, the Foundation that supports that care is entering a crucial chapter in its history. We are rebuilding our systems, strengthening our donor relationships, and reinvesting in the philanthropic infrastructure that sustains outstanding care. The residents of today and tomorrow are counting on us to do this right. That's where you come in.

This is not a post for someone looking to coast. It is an invitation for a detail-oriented, relationship-driven professional ready to help build something better. If you have strong computer skills and take genuine pride in your work, this could be for you.

About the Role

The Development Coordinator is the essential operational and relational support of the Hillel Lodge LTC Foundation. This role requires precision and warmth. Accurate gift processing and financial record keeping are vital to this role, as is the ability to write a thoughtful and considerate donor acknowledgement.

You will work closely with the Executive Director, support the Board of Directors, and take a leading role in coordinating the Foundation's most cherished events: the **18th Annual Biking for Bubbies & Zaidies**.

What You'll Do

Process Every Gift with Care and Precision

Gift processing is central to this role. You will receive, record, and issue receipts for all donations, including tribute cards, direct mail responses, Tree of Life contributions, and endowment fund gifts, etc., ensuring full compliance with Canada Revenue Agency (CRA) guidelines. Each receipt will be accurate. Every record will be up-to-date. Donors will feel their generosity is handled with the respect it deserves.

You will be the first point of contact for many of our donors. It is your role to ensure they feel valued, appreciated, and connected to the lives they are impacting. You will manage donor records carefully, draft meaningful correspondence, and provide the Executive Director with prompt follow-up on donor cultivation and recognition. Your work will help convert first-time donors into lifelong supporters.

Power the Engine

The Foundation relies on clean data and dependable systems, and you will be responsible for that infrastructure. You will oversee our fundraising database (Bloomerang), carry out basic bookkeeping tasks, including monthly bank reconciliation support with our financial consultants, and ensure records are audit-ready throughout the year. You will prepare financial summaries and requisitions, coordinate software upgrades, and troubleshoot issues as they arise.

Bring the Community Together

You will take a lead role in our signature event. Biking for Bubbies & Zaidies, now in its 18th year, is a cherished community celebration that unites cyclists, sponsors, and supporters each September. From assisting with event logistics, sponsorship tracking, and supporting our summer Event Coordinator on day-of execution, you will help ensure these events run smoothly.

Support the Board

You will support the Board of Directors and standing committees by preparing agendas, recording and transcribing minutes, assembling board packages, and maintaining the official minute book. You will manage the daily administrative operations of the Foundation office, including scheduling, vendor coordination, website updates, office supplies, and general correspondence.

What You Bring

You are someone who genuinely takes pride in accuracy and follow-through. You understand that in fundraising, the quality of the administrative work supporting relationship-building is what fosters donor trust over time. You are methodical without being inflexible, and warm without sacrificing precision.

You have 2 to 3 years of experience in a fundraising, development, or administrative role, ideally within a nonprofit setting or the education and training field. You might not have handled every aspect of this job before, but you know how to learn quickly, ask insightful questions, and take responsibility for your work.

You also bring:

- Exceptional attention to detail, especially with financial data and donor records
- Experience with (or a genuine eagerness to learn) a fundraising database like Bloomerang
- Comfort with basic bookkeeping tasks and collaborating with financial consultants
- Proficiency in Microsoft Office 365, particularly Excel, Outlook, and Word
- Strong written and verbal communication skills; you write clearly and warmly, and are comfortable regularly speaking and engaging enthusiastically with people on the phone.
- Familiarity with document management tools (Hubdoc, Dext) and website platforms such as WordPress is an asset
- Knowledge of the Ottawa Jewish community and its culture and traditions is an asset
- Flexibility and composure in a dynamic, evolving work environment

Why This Role, Why Now

The Foundation is in a period of active transformation, with new systems developing, a growing event portfolio, and a community deeply dedicated to our work. The individual taking on this role will help shape the Foundation's future for many years. You will work directly with the Executive Director and have opportunities to engage with board members and major donors.

You will be mentored by experienced fundraising professionals committed to your development, and you'll have the freedom to exercise your own judgment and care in this role. If you're looking for a position where both your precision and interpersonal skills are valued in an organization where the mission is genuine, and the community is close-knit then THIS IS IT.

A Note on Our Community

Hillel Lodge is more than just a long-term care home. It is a living symbol of the Ottawa Jewish community's dedication to its elders and a place where culture, tradition, dignity, and care unify each day. The Foundation exists to preserve and enhance that place for future generations. When you join us, you become part of that story.

Hillel Lodge LTC Foundation is committed to an inclusive recruitment process and welcomes candidates of all backgrounds.