

QUEEN ELIZABETH HOSPITAL FOUNDATION

JOB POSTING

Marketing & Stewardship Coordinator

Reporting to the Director, Communications, the Marketing & Stewardship Coordinator will fulfill marketing, design and communications strategies and digital marketing strategy.

Primary duties will include:

- Develop and maintain QEH Foundation's digital fundraising strategy and presence through social media as well as website updates, advancements, promotion of engagement, and a positive user experience.
- Write and design Cases for Support, take photos, shoot videos, and email marketing consistent with current campaigns, events, and publications.
- Assist with executing QEH Foundation signature fundraising events, including assistance with video recording, editing, and distribution, as well as completing Sponsorship Stewardship reports.
 - Promote third-party events through the Foundation's website, social media, and other appropriate channels.
- Develop newspaper ads.
- Assist with development and outlay of the Annual Report.
- Developing, writing and editing content.
- Extensive media monitoring for entry in Raiser's Edge donor database.
- Taking photographs of donors and create cutlines for the photos for submission to the newspapers and for social media distribution within QEH Foundation guidelines;
 - Management of photos and cutline tracking in Raiser's Edge donor database.
- Assist as needed to help execute various tasks such as media visits to QEH, news conferences, as well as help design and develop content for various internal and external marketing pieces.
- Set up and monitor alerts through various media.

Qualifications:

- Post-secondary degree or diploma in a relevant field or equivalent combination of education and experience;
- Successful experience in communications and marketing or organization of special events;
- Experience with WordPress, Canva and Photoshop, video editing, photography;
- Knowledge of donor database an asset;
- Exceptional communications skills, both oral and written;
- Excellent computer skills, and
- A high level of individual initiative, personal responsibility, and sound judgement, combined with the ability to work well as a team member in a multi-functional environment.

Timeline: This new position is full-time permanent position with a six month probationary period.

The QEH Foundation stands out as a leading charity in PEI. By joining us you will also have opportunity to participate in benefits unmatched by most.

Permanent full-time employees are eligible to participate in Health PEI's group insurance plan, sick time and the employee retirement plan (Civil Service Superannuation Fund – CSSF). The following benefit premiums will be 100% paid by the Employer:

Health Plan	Dental Plan
AD&D Insurance	Group Life Insurance
Dependent Life Insurance	Long Term Disability

Pension: permanent full-time employees contribute to the Employer's pension plan - Civil Service Superannuation Fund (CSSF). The employee's contribution will be matched as per the pension plan text.

If you are the ideal candidate to fill this position, please apply to the address/email below outlining in your letter of application and resume your matching experience and qualifications:

QEH Foundation Selection Committee
60 Riverside Drive / PO Box 6600
Charlottetown, PE C1A 8T5
Or via email: qehfoundationHR@gmail.com

Application Deadline: July 13, 2022

Our website: qehfoundation.pe.ca

POSITION SUMMARY

Posted:

June 22, 2022

Deadline:

July 13, 2022

Location:

Charlottetown, Prince Edward Island

Career Level:

Experienced

Hiring Salary Range:

\$47,500 - \$50,000

Annually

Type:

Full-Time