

# EXECUTIVE ADMINISTRATOR

**Responsibility Area:** Administration    **Reporting To:** President & CEO; Executive Management Team

## Why St. Boniface Hospital Foundation?

This is your chance to make a difference in Manitoba's health care landscape. You'll engage with some of Manitoba's most generous donors and help continue the compassionate, excellent care St. Boniface Hospital is known for. You'll join a group of professional, kind, and reliable colleagues in an innovative, flexible work environment.

## Our Purpose

- Help donors make informed, thoughtful, and personally meaningful philanthropic decisions;
- Engage the corporate community through philanthropy, sponsorship, and volunteerism;
- Tell the stories of St. Boniface Hospital's ground-breaking research and patient-centered approach to care;
- Manage resources professionally and transparently.

## Your Role

- Reporting to the President & CEO and the VP Finance & Administration, the *Executive Administrator* position is primarily responsible for providing senior level administrative support to the President & CEO, VP Finance & Administration, VP Development, and Board of Directors with the purpose of maintaining a focus on the mission of the St. Boniface Hospital Foundation. This position requires an ability to manage diverse and complex administrative, communications and organizational tasks with speed, accuracy, discretion, and clarity in order to contribute to the effective operation of the executive office. Working as part of the fundraising team, the Executive Administrator position must be able to integrate the Administration program with all the fundraising initiatives of the Foundation.

## What You Will Be Doing

- Manage the day-to-day operations of the President & CEO
- Provide executive support to the VP Finance & Administration and VP Development
- Act as Board of Directors Secretary
- Provide administration support to volunteer committees
- Office Administration

## What You Need To Know

- The Executive Administrator must have 5 years of prior experience, supported by the knowledge and understanding of executive management and/or not-for-profit organizations
- The Executive Administrator must have completed Grade 12 education supplemented by a two-year office administration diploma or equivalent combination of education and experience
- Strong oral and written communication skills, demonstrating accuracy and positive style
- Demonstrated success in multi-tasking, deadline-oriented, quickly changing environment, with ability to prioritize decisions accurately
- Good organizational, planning, and problem solving skills
- Demonstrated capacity to work with significant independence and yet keep others well informed
- Strength in working in a team/multi-generational context an asset
- Experience working in a fundraising capacity or in a not-for-profit organization an asset
- Experience working with volunteers and committees an asset
- Knowledge of Raiser's Edge or other database software an asset and aptitude for the management and effective use of information systems in support of a fundraising program
- Must possess a valid Manitoba Driver's License
- Proficiency in both official languages an asset
- Prior knowledge of Payroll processing an asset

## Who You Will Be Interacting With

- Donors and prospective donors
- Foundation staff
- Hospital & Research Centre staff and management
- Volunteer committees
- The business community, community organizations, and foundations

St. Boniface Hospital Foundation offers a competitive salary and benefits package. Please send your resume and cover letter, along with salary expectations, to:

**Rita Groleau, Executive Administrator**

**St. Boniface Hospital Foundation**

**Fax: 204-231-0041    Email: [rgroleau@stbhf.org](mailto:rgroleau@stbhf.org)**

Applications must be received no later than **July 23, 2018**. We appreciate all who apply but only those applicants selected for an interview will be contacted.