

CANADA'S CHILDREN'S HOSPITAL FOUNDATIONS

The mission of Canada's Children's Hospital Foundations (CCHF) is ***to fund the most urgent needs in children's healthcare by uniting hospitals, donors, and partners across Canada***. Established in 2017, CCHF is a non-profit organization that raises funds for a national network of children's hospital foundations. As the largest single, non-government funder of child health in Canada, CCHF continues to receive generous support through donors within Children's Miracle Network® as well as contributions from additional companies and partners.

When you join CCHF, you become part of a collaborative culture rooted in our values: compassion, ambition, partnership, and integrity. These values guide how we work with our Member Foundations, help shape our national partnerships and fundraising campaigns, and, of course, enable how we work as a team. Your success will be guided by our Leadership Competencies of Values People & Culture, Strategic, Accountable for Results, Promotes Learning & Development, Fosters Collaboration & Diversity, Leads Change and Exemplifies Integrity & Respect.

At CCHF we are more than fundraisers. We are champions for the next generation—standing with families, donors, partners and communities to form a trusted alliance advancing children's health and amplifying impact nationwide.

Bold in vision. National in scale. Local at heart.

Because the health of our children shapes the future of our country. And building that future starts here—with us.

POSITION OVERVIEW

The Administrative Coordinator, National Partnerships provides administrative, operational, and coordination support to the National Partnerships team, helping to enable the successful delivery of national fundraising partnerships and campaigns across Canada. This role supports day-to-day team operations, partner engagement activities, reporting, scheduling, financial administration, and cross-functional coordination to help advance fundraising objectives and deliver an exceptional partner experience. The Administrative Coordinator plays an important role in supporting a collaborative, organized, and responsive team environment while contributing to the overall success of national partnership initiatives.

This role will entail a combination of office and work from home environments, with employees working 2-3 days per week at our Toronto office. Occasional travel to fundraising activities and events, meetings, conferences, and training opportunities within Canada and USA will be required. Evening & weekend work may be required.

The expected salary for this position is: \$53,000 - \$60,000

**Note: based on factors such as education, experience, skills*

CCHF is looking to fill a vacancy on our team.

As a CCHF Employee, you will:

- Act as a positive contributor to the CCHF vision, mission, values, and culture
- Work collaboratively with CCHF staff, Member Foundations, Children's Miracle Network Hospitals (CMNH), partners, suppliers, and other stakeholders.
- Act as a skilled problem solver that thrives in a fast-paced environment and manage multiple priorities and quickly respond to the needs of partners and/or stakeholders in well-thought out and workable solutions

KEY RESPONSIBILITIES

1) Project Management and Administrative Support

- Support the day-to-day administration and coordination of national partnership initiatives and campaigns including new national partnership development activities
- Lead and maintain the National Partnerships campaign and activation calendar to support planning, execution, and team alignment
- Coordinate internal meetings, agendas, timelines, project tracking, and follow-up actions across partnership activities
- Maintain Salesforce partner records, reporting data, SharePoint folders, and related documentation to support accurate and organized information management
- Support financial and administrative processes including invoice tracking, purchase orders, expense coordination, and campaign documentation
- Assist in the preparation and coordination of presentations, proposals, reports, and partner materials
- Monitor timelines, deliverables, and operational activities to help ensure projects remain on track
- Provide administrative and operational support to the National Partnerships team and cross-functionally, as required

2) Partner Operations, Coordination and Reporting Support

- Coordinate internal and external meetings, including scheduling, materials, logistics, and note-taking as required
- Support partner stewardship activities through coordination of communications, deliverables, campaign assets, and reporting requirements
- Assist with onboarding and coordination activities related to new national partnerships and campaigns
- Help ensure timely responses to partner and member foundation requests and inquiries
- Assist with campaign tracking, reporting, and data collection to support fundraising and partnership objectives
- Support the preparation of partner reports, presentations, and internal status updates
- Maintain organized records, documentation, and shared resources to support collaboration, transparency, and operational efficiency
- Identify opportunities to improve administrative processes, coordination practices, and overall team efficiencies

QUALIFICATIONS

- Post-secondary diploma in Business or related field
- 1-3 years of related experience in administration, fundraising, partnership coordination, donor engagement, event management, or a related field
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Teams
- Experience working with CRM and donor database platforms, preferably Salesforce
- Experience maintaining organized digital records, shared files, and documentation systems such as SharePoint
- Strong administrative and project coordination skills with the ability to manage multiple priorities and timelines
- Strong attention to detail with accurate data entry, reporting, and document management capabilities
- Comfortable preparing presentations, reports, meeting materials, and partner-facing documents
- Ability to learn new systems and technology platforms quickly
- Strong organizational and time management skills with the ability to prioritize competing responsibilities
- Excellent written and verbal communication skills
- Collaborative team player with the ability to build positive working relationships internally and externally
- Strong problem-solving skills with a proactive and solution-oriented approach
- Ability to work independently while contributing to a fast-paced, team-oriented environment
- Professional, adaptable, and responsive with a strong customer service mindset
- High level of discretion, professionalism, and attention to detail

Canada's Children's Hospital Foundations is committed to fair and equitable employment in our recruitment and selection process. We welcome applicants including, but not limited to, persons with disabilities, racialized communities, all religions and ethnicities, Indigenous people, 2SLGBTQI+ persons and all others who may contribute to the further diversification of our foundation community.

We thank all applicants for their interest, however only those who qualify for an interview will be contacted.

To learn more about CCHF and our mission and values, visit our website at childrenshospitals.ca.

To review how CCHF will protect your private information, please visit: [Recruitment-Notice-CCHF.pdf](#)

To submit an application, please visit:

<https://cchf.bamboohr.com/careers/92?source=aWQ9MTc%3D>