



WE'RE NOT LOOKING FOR ORDINARY. WE'RE LOOKING FOR YOU.

At SickKids Foundation, we do the extraordinary every day. As part of an organization devoted to the greater good, we don't settle for less. We're leaders in funding SickKids fight to make every kid a healthy kid, and have a direct stake in the lives and futures of children here and around the world. And we're looking for people who are far from ordinary to join us.

SickKids

SICKKIDS FOUNDATION IS ON THE HUNT FOR AN EXTRAORDINARY MANAGER, VOLUNTEER ENGAGEMENT

DATE POSTED:

April 5, 2018

POSITION STATUS:

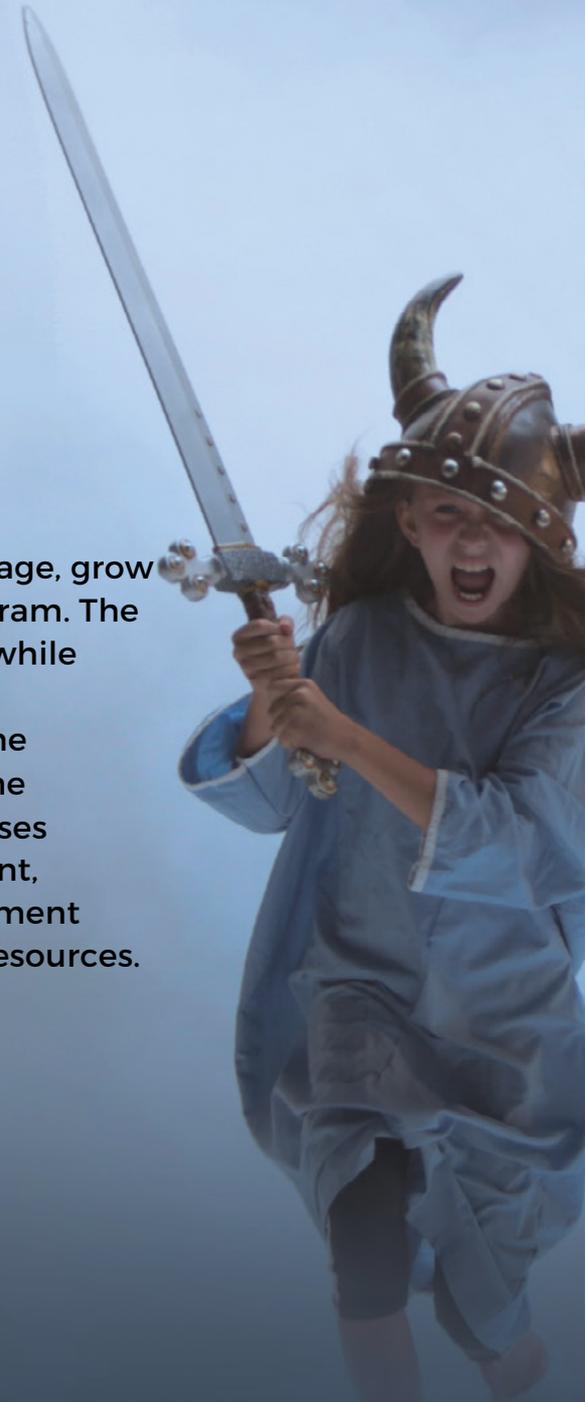
Permanent Full Time Position

AVAILABLE:

Immediately

DESCRIPTION OF THE POSITION:

SickKids Foundation is looking for a dynamic professional to manage, grow and provide overall leadership to our volunteer engagement program. The Manager will address our growing needs for volunteer resources, while ensuring that we provide meaningful and enriching volunteer opportunities that contribute to the mission of the Foundation. The Manager will also be responsible for the overall development of the volunteer engagement strategy and implementation of all processes associated with the volunteer program including needs assessment, recruiting, onboarding, recognition, training and ongoing engagement with volunteers. This position reports to the Director of Human Resources.



YOU WILL:

- Develop and manage the donor volunteer engagement strategies, including research of best practices, program planning and implementation and new types of corporate and donor opportunities.
- Develop, cultivate, sustain and grow volunteer engagement with individuals, groups, corporate partners and donors.
- Increase outreach to a broader and more diverse volunteer base utilizing social media and social recruitment platforms.
- Continue to enhance the volunteer engagement program to ensure we are providing a leading edge program.
- Provide leadership by championing the value that volunteers contribute to Foundation's overall goals; and keep apprised of best practices that ensure meaningful and high quality volunteer engagement by staff.
- Evaluate the impact and contribution of volunteers and the volunteer program to ensure the needs of all stakeholders are being met.
- Build and maintain solid, trusting relationships cross-functionally within the Foundation, Hospital, volunteer organizations and communities.
- Provide coaching and mentoring support to Foundation's staff who are responsible for overseeing and/or supervising volunteers.
- Manage the formal volunteer request program to ensure all staffing requirements are met.
- Maintain governance policies and volunteer standards for effective volunteer management.
- Provide onboarding for new volunteers and ongoing training, development to volunteers.
- Manage the formal recognition program to honour the contributions of volunteers, formally and informally.
- Ensure standardized documentation and record management practices are in place and adhere to for the volunteer program.

YOU HAVE:

- A university degree from a relevant program. Certification in Volunteer Administration would be a definite asset.
- A minimum of five (5) years' progressive leadership experience in working with volunteers in the not-for-profit sector, at a strategic or management level.
- Experience with program development, implementation and evaluation.
- Demonstrated the ability to lead, manage and motivate a team of volunteers; foster high levels of engagement.
- Well-developed interpersonal, coaching, mentoring and relationship building skills.
- Exceptional problem-solving, organizational, and both written and oral communication skills.



- Demonstrated computer competency including relationship database management, Word, Excel, PowerPoint and Outlook.
- Results oriented, organized, highly motivated and detail-oriented focus with a high level of energy.
- A proven track record as a skilled leader and leading cross functional teams.
- Experience working in a large, complex organization building consensus and achieving result.
- Been a creative and innovative thinker.
- Demonstrated ability to collaborate effectively with internal and external stakeholders.

ABOUT US:

SickKids Foundation leads the fight for The Hospital for Sick Children (SickKids), one of the world's foremost paediatric health-care institutions. Founded in 1972, SickKids Foundation is the largest charitable funder of child health research, learning and care in Canada. As a national charity, SickKids Foundation also invests in national and international initiatives to benefit children in Canada and around the world. Philanthropy is a critical source of funding for SickKids. Thanks to the generosity of the community, and as a result of a record-breaking year in fundraising, SickKids Foundation generated an unprecedented \$141 million for the fiscal year ending March 31, 2017. We achieve that by not being ordinary in anything we do.

HOURS :

Monday to Friday plus the occasional evening and weekend

AVAILABLE TO:

External Candidates

DEADLINE: April 19, 2018

SUBMIT RESUME TO:

Please apply on-line by visiting our website:
www.sickkidsfoundation.com/careersandvolunteers

SickKids Foundation is committed to fostering an inclusive, accessible environment, where all individuals feel valued, respected and supported. Candidates who require accommodation during the recruitment process should contact the Human Resources Department.

