



JOB TITLE: Communications & Development Coordinator

DEPARTMENT: Cape Breton Regional Hospital Foundation

REPORTS TO: Manager of Marketing & Communications

JOB DESCRIPTION:

The Communications & Development Coordinator will assist with a wide range of projects and activities to support the mission of the Cape Breton Regional Hospital Foundation, including coordinating and creating daily social media content and providing general communications and marketing support. The Communications & Development Coordinator will also serve as the first point-of-contact for the Foundation's Healthpark office, providing administrative, donor relations and stewardship support to the team.

KEY RESPONSIBILITIES:

Marketing & Communications

- Coordinate and schedule daily social media content, monitor platforms, and engage with and respond to the Foundation's community of followers
- Complete various graphic design tasks using branded templates in Canva
- Support the collection and organization of content (photos, quotes, stories) for future use
- Assist with uploading content to the Foundation website, content management systems and donor communications platforms
- Support with timely tracking and reporting of analytics for decision making
- Assist the Marketing & Communications Manager with projects as needed

Administration

- Serve as the first point-of-contact at the Foundation's Healthpark office, providing in-person donor support and answering phone and email inquiries when applicable
- Oversee general Healthpark office management, including office organization, ordering office and print supplies, and other administrative duties as needed
- Assist with donor database maintenance, data entry, invoicing and other relevant tasks as assigned
- Support the coordination of event logistics such as venue and equipment bookings, catering, entertainment agreements and more.

Donor Stewardship

- Assist the Development Team with donor stewardship activities
- Prepare thank you letters, impact materials, and recognition pieces
- Maintain accurate donor notes and support personalized stewardship outreach

REQUIREMENTS

- Degree or diploma in a related field (marketing, communications, business administration) or 1-2 years of relevant experience
- Highly organized and detail-oriented, with the ability to juggle multiple tasks
- Strong writing and proofreading skills
- Proven relationship management and customer service skills
- Previous fundraising experience considered an asset