



## Operations and Development Coordinator Smilezone Foundation - Oakville, ON

**Job Type:** Full-time

**Start Date:** Immediately

**Location:** 557 Chartwell Road, Oakville, ON, L6J 4A8

**Position Summary:** Smilezone Foundation is currently seeking a full-time Operations and Development Coordinator, based out of our Oakville location. This position is responsible for overseeing our community development plans and fundraising initiatives.

### **Responsibilities:**

- Network and liaison with hospitals, children's centres, and other community partners to promote the Foundation's mission, activities, and services
- Represent the Foundation in a professional capacity for community development and partnership opportunities
- Work with Vice President of Construction to ensure that Smilezone build operations run smoothly and on-time, and assist with planning and execution of grand opening events
- Work with the design team to coordinate the accessibility and sensory needs of each Smilezone location
- Assist Smilezone Development Committee with identifying, screening, and communicating with prospective health care facility partners
- Work with the Smilezone Fundraising Committee to identify, prospect, and coordinate all fundraising initiatives
- Develop strategies for cultivation, solicitation and relationship management with individual and corporate donors
- Assists the Foundation with executing existing special events, by collaborating with Special Events Coordinator and Committees
- Coordinate and support general meetings for the Foundation's Board of Directors
- Administrative support as required
- Other projects/duties as assigned

### **Qualifications:**

- Post-secondary degree with 2-3 years of relevant experience
- CFRE certification is desirable, but not required
- Knowledge of accessibility standards (i.e. Accessibility for Ontarians with Disabilities Act) and best practices
- Excellent communication and writing skills
- Ability to anticipate, understand, and respond to the needs of our donors
- Ability to manage multiple priorities effectively, with great attention to detail
- Must be highly motivated and enjoy working in a fast-paced environment on various tasks simultaneously
- Experience working with a highly collaborative team
- Strong public speaking and presentation skills
- Demonstrated time-management and organizational skills
- Flexibility with changing priorities and ability to work evenings and weekends as needed.
- Exceptional computer skills, including proficiency in Microsoft Office
- Experience with DonorPerfect considered an asset.

- Valid driver's license and access to vehicle
- A Criminal Record Check will be required

**To apply, please send cover letter and resume in one document to Meaghan Bachly, Finance Manager, at:**  
**[mbachly@smilezone.com](mailto:mbachly@smilezone.com)**

**We thank all applicants for their interest. Only those considered for an interview will be contacted.**