



Community Engagement Coordinator – WDMH Foundation

Love people? Love community? Love seeing your work make a real difference? Join our team!

About the WDMH Foundation

Our Foundation supports care close to home, at both Winchester District Memorial Hospital and Dundas Manor Long-Term Care Home; where donors aren't just names – they're neighbours, friends, businesses, volunteers, and families who care deeply about local healthcare. We work hard to ensure that our donors trust us, feel our gratitude, are well-informed, and enjoy positive giving experiences. In all things, our donors are #1. We are looking for a dynamic **Community Engagement Coordinator** who brings energy, heart, creativity and organization to everything they do.

Position Snapshot

Reports to: Executive Director

Permanent Full-Time (37.5 hours/week) | Non-Union

What we offer: Salary range of \$53,699 - \$65,712.09 (we anticipate that the successful applicant will start at the first step of the pay scale) with HOOPP pension, comprehensive benefits, employee and family assistance program, and three weeks annual vacation. The WDMH Foundation is an equal opportunity employer, committed to inclusion, diversity, equity, access, and anti-racism.

Location: Winchester District Memorial Hospital, 566 Louise St, Winchester, ON K0C 2K0, with occasional hybrid option.

Software: Proven proficiency with Microsoft Suite (Outlook, Word, Excel); experience with Canva and Raiser's Edge NXT is an asset; ability to learn new software and programs is a must.

Transportation: A driver's licence and access to an insured private vehicle is required for this role.

Languages: Excellent English skills are essential – both oral and written; French is an asset but not required.

Deadline to apply: We will review applications immediately and will continue reviewing applications and conducting interviews on a rolling basis. We therefore encourage candidates to apply early.

About The Role

The Community Engagement Coordinator is a people-first role, focused on building and nurturing relationships across our community. You'll be a friendly, trusted face for the Foundation—connecting with local supporters, businesses, volunteers, service clubs, and community groups who care deeply about our hospital and long-term care home. Representing the Foundation with warmth and professionalism, you'll proudly serve as our ambassador at fundraisers, fairs, networking events, and local gatherings.

You'll help spark and support community-led fundraising by welcoming new partners and re-engaging long-time supporters. Through thoughtful stewardship, you'll build lasting relationships with donors, sponsors, volunteers, businesses, and event hosts—making sure they feel appreciated, informed, and excited to stay involved.

Working closely with colleagues, volunteers, hospital and manor staff, you'll play an important role in Foundation hosted events and direct mail campaigns – helping turn fundraising priorities into real impact for care close to home. You'll bring creativity, problem solving, brainstorming and fresh ideas to a small but mighty team that gets things done together.

About You

You care deeply about your community and want your work to make a difference. You love fundraising because it brings people together – neighbours, local businesses, families, and friends—in support of the excellent, compassionate care, close to home that mean so much to all of us.

You're friendly, approachable, and comfortable being out in the community, at local events, sharing stories, soliciting sponsorships / auction items, and inviting people to get involved. You're organized and self-motivated, able to keep things moving while making people feel valued, appreciated and informed along the way.

You have a creative mindset and enjoy helping good ideas turn into successful community fundraisers. You pay attention to the details, build relationships that last, and understand that supporting your community requires flexibility and adaptability – sometimes involving longer hours, evenings and weekends.

You enjoy planning and managing projects, events and committees, and you bring strong organizational and time management skills to everything you do. Your communication skills—whether in person, in writing, or on the phone—are top-notch, and meeting deadlines under pressure comes naturally.

You have a solid understanding of donor relations, CRA receipting rules, event and volunteer coordination and project management. If you are not already familiar with Raiser's Edge NXT, Canva or other Foundation-specific tools, you're eager to learn.



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If you thrive on inspiring generosity, building relationships, and being out in the community (not stuck behind a desk), this role is for you.

What You'll Be Doing (A.K.A. Your Day-to-Day Impact)

Spark & Support both Community-Led and Foundation Fundraising

- Build and grow community engagement, cultivation and stewardship strategies including KPIs and annual goals that support steady event revenue growth.
- Recruit, cultivate and support community members – previous and new – to host fundraising events benefiting the Foundation. Support those relationships from the first conversation through event delivery, stewardship, and ongoing connection.
- Guide event hosts with tools, ideas, encouragement, and cheerleading (you'll be their go-to person!) to ensure successful, well-run events. Share event details with the Communications Lead with the information needed to support print and online promotion.
- Promote, attend, and support community-hosted events, sharing information about the Foundation, WDMH and Dundas Manor.
- Deliver thoughtful donor and partner stewardship, including cheque presentations, thank-you letters, fundraising summaries, gift agreements, and regular follow-up communication.
- Close out events with accurate and up-to-date record-keeping in Raiser's Edge NXT, including notes, actions, opportunities, and relationship details. Develop queries and reports to support KPIs and data-driven decisions.
- Develop and manage project plans and budgets for your portfolio, tracking timelines, deliverables, and results.
- Collaborate with colleagues to plan and deliver engaging Foundation-led events and activities. Secure sponsorships and auction donations, prepare event documents, source vendor resources, recruit volunteers as needed, and provide support at the event.
- Manage Foundation raffles end-to-end, including licensing, promotion, ticket tracking, draws, and reporting. Ensure all raffle and event activities meet the regulatory requirements of the AGCO and the municipality.
- Plan and deliver direct mail fundraising campaigns; track responses, engagement, and follow-up stewardship.
- Develop a series of donor impact reports, and assist with recognition and stewardship activities, keeping accurate records of donors, events, and engagement activity.
- Maintain a high degree of confidentiality.
- All new employees must successfully undergo a Police Check (Vulnerable Sector).
- Pitch in on other duties as needed – because that's how a small but mighty team works.

The Right Personality for the Role

- You genuinely love inspiring generosity and bringing people together for a great cause.
- You're passionate about fundraising, partnerships, and making an impact in the community.
- You like variety – balancing planning details with time out in the community.
- You're professional, friendly, and comfortable representing the Foundation publicly.
- You're curious, adaptable, and ready to grow with the ever-changing world of fundraising.

Experience & Skills

- Education or experience in fundraising, event coordination, community engagement, project management or a related role (nonprofit, healthcare, and rural community experience are strong assets).
- A genuine passion for health care close to home.
- Strong organizational and time-management skills with the ability to juggle overlapping deadlines and projects.
- Comfortable working independently while also being a supportive and engaged team player.
- Confident communicator with excellent people skills – and yes, able to read cursive.
- Clear, accurate writer with strong editing and grammar skills.
- Mature, dependable, and resourceful problem-solver who takes pride in their work and is committed to quality and accuracy.
- Able to work in a fast-paced environment, both independently and as part of a team, with minimal supervision.
- Able to sit or stand for extended periods of time, and lift up to 30 lbs.
- Available to work evenings and weekends as required, and occasionally long hours in the days prior to an event.
- Ongoing education and development is expected.



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- Observe strict confidentiality of all donors, patients, foundation and hospital related information.
 - All new employees must obtain a satisfactory Police Check (vulnerable sector).
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WDMH Commitment Statement

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

Patient Safety:

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centerpiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report and prevent incidents/near misses or adverse effects.
- Communicate/report areas of concern immediately to your manager.
- Complete a Near Miss Form or Incident Report to communicate / report incidents or near misses.

Why You'll Love Working with Us

- Your work directly supports local healthcare and long-term care residents.
- You'll see the results of your efforts in real time, in your own community.
- You'll work with grateful donors, passionate volunteers, and a supportive team.
- No two days are the same – and that's exactly how you like it!

Application Information

Interested applicants should forward your resume and cover letter, (by email only) indicating your experience, qualifications, and why you think you would be a suitable candidate for this position to Cindy Ault Peters, Executive Director, WDMH Foundation at: cpeters@wdmh.on.ca. When applying for any posted vacancy it is mandatory that you attach a resume with all the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive, and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with the WDMH Foundation. *We are committed to providing accommodations upon request for candidates taking part in all aspects of the selection process. If you require an accommodation, please let us know in advance so appropriate arrangements can be made.*

We appreciate interest from all candidates, however only those selected for an interview will be contacted.