



Job Title: Campaign Associate – Capital Campaign

Organization: Alexandra Marine and General Hospital Foundation

Location: Goderich, ON

Position Type: Full-Time (35 hours/week)

Duration: 2-Year Contract

Compensation: \$30/hour (including MERCs)

Reports to: Executive Director

About the Alexandra Marine and General Hospital Foundation

The Alexandra Marine and General Hospital Foundation (AMGHF) is dedicated to enhancing patient care at Alexandra Marine and General Hospital by funding essential equipment that impacts patient care. As we embark on an exciting Capital Campaign to transform health care in our community, we are seeking a motivated, detail-oriented Campaign Associate to join our team and help bring this ambitious vision to life.

Position Summary

The Campaign Associate will play a key role in the planning, coordination, and execution of the AMGHF's Capital Campaign for an MRI. Working closely with the Executive Director, volunteers, donors, and community stakeholders, the Campaign Associate will support fundraising efforts, donor stewardship, campaign communications, and event logistics.

Key Responsibilities

Campaign Coordination

- Assist with the development and implementation of the Capital Campaign plan and timeline
- Support cultivation and solicitation strategies for major donors, foundations, and corporate partners using tools like Donor Perfect and Giftabulator
- Prepare donor briefings, proposals, presentations, and follow-up materials



Donor Engagement & Stewardship

- Maintain accurate and up-to-date donor records in the donor database (DonorPerfect)
- Track pledges, gifts, and acknowledgments
- Support donor recognition programs and stewardship initiatives

Communications & Outreach

- Draft and coordinate campaign-related communications, including newsletters, social media, website updates, and campaign materials
- Assist in the creation of compelling storytelling and impact messaging for donors
- Help organize community outreach and awareness activities

Event Support

- Plan and support donor events, campaign launches, and special functions
- Coordinate logistics, RSVPs, materials, and volunteer involvement
- Represent the Foundation at campaign-related events and meetings

Administrative Support

- Schedule and support campaign meetings and volunteer committee sessions
- Prepare meeting agendas, minutes, and follow-up action items
- Monitor campaign progress and assist with reports to leadership and the board

Qualifications & Skills

- Post-secondary education in fundraising, communications, nonprofit management, or related field
- 2+ years of experience in fundraising, capital campaign support, or related nonprofit work preferred
- Exceptional written and verbal communication skills
- Highly organized with strong attention to detail
- Proficiency with Microsoft Office Suite and donor management software (DonorPerfect an asset)
- Ability to work independently and collaboratively
- A passion for community health care and philanthropy



To Apply

Please submit a resume and cover letter outlining your qualifications and interest in the position to kimberley.payne@amgh.ca. Applications will be reviewed on a rolling basis until the position is filled.