



We are hiring for a CMN & Corporate Partnerships Coordinator

Term may become Permanent

Let's make anything possible!

The Children's Hospital Foundation of Manitoba (CHFM) 's mission is to improve children's health everywhere by inspiring our community to support excellence in child health care and research. Help ensure sick kids get the care they need in places of comfort and healing, like state-of-the-art equipment and world-class pediatric research. To learn more about the Children's Hospital Foundation of Manitoba and our commitment to children's healthcare needs, visit goodbear.ca.

The Opportunity:

Reporting to the Manager of Corporate and Community Partnerships, the CMN & Corporate Partnerships Coordinator is responsible for assisting in the development and execution of the plan for support to Children's Miracle Network (CMN), Canada's Children's Hospital Foundations (CCHF), and corporate and community partnership giving programs.

Key Responsibilities:

- Execute the existing CMN and CCHF fundraising campaigns, ensuring alignment with fund development strategies.
- Contribute to fund development strategy and annual fundraising goals.
- Provide direct support to the Partner Campaigns, including administrative support and site visits.
- Collaborate with the Marketing & Communication team on recognition of CMN programs.
- Assist in the development of budgets for CMN, CCHF, and the Corporate Partnerships program.
- Administer CMN & CCHF program, overseeing solicitation and stewardship.
- Provide support to the CMN & CCHF program, updating donor records in the database.
- Collaborate with the Data department to track stewardship activity in the Raisers Edge database, ensuring timely and accurate donor recognition and stewardship.
- Contribute to moves management strategy by advising the development team of donors who progress beyond Third-Party giving.
- Build and nurture meaningful relationships with donors, sponsors, and community stakeholders.
- Prepare reports as required, including donor impact assessments.
- Must provide a clear Criminal Record and Child Abuse Registry check.

Qualifications:

- One to three years of demonstrated experience in a similar role or related experience with a non-profit organization.
- Related post-secondary degree or diploma.
- The ability to work independently and as part of a team.
- Proven success in building and maintaining positive relations with peers, staff, volunteers, and donors. Demonstrated people skills and strong customer service skills.
- Excellent interpersonal and communication skills, both written and verbal, with direct experience in presentations and letter writing.
- The ability to manage multiple projects, prioritize tasks, and adapt to shifting deadlines in a high-pressure environment.
- Proven research and analytical ability with strong attention to detail.
- Strong computer skills and demonstrated proficiency in using a donor database to identify and cultivate donors and make program adjustments as required. Experience working with Raiser's Edge is an asset.
- Demonstrated ability to maintain confidentiality and manage sensitive information appropriately and with discretion.
- The ability to problem-solve, innovate, be creative, and a willingness to learn.
- Appreciation and understanding of the AFP Code of Ethics, Policies, and Procedures, and the ability to adhere to CHFM policies.
- The ability to represent the Children's Hospital Foundation of Manitoba professionally.
- Ability to work extended hours as necessary and to adjust to changing priorities. Access to a vehicle and a valid driver's license is required.

Salary: The Children's Hospital Foundation of Manitoba offers a competitive salary and benefits package. The pay range is \$50,000-\$55,000, based on experience.

Apply: Email your cover letter and resume with three references to Angie Munch at amunch@goodbear.ca. Applications will be accepted until **4:30 p.m. Monday, November 17, 2025**. Thank you to all candidates interested in working with the Children's Hospital Foundation of Manitoba. Candidates selected for interviews will be contacted.