



IWK Foundation

Executive Assistant

Who We Are:

The IWK Foundation, together with its donors, strives to be the catalyst to revolutionize health care and research for women and children. The IWK Foundation is committed to continuous improvement and running a business that is entrepreneurial, innovative, and based on strong values.

What We Need:

We are looking for an Executive Assistant to provide comprehensive and administrative support to the Vice President, Philanthropy. This role will provide in-depth support to one of the Foundation's members of the Executive Team.

You are a seasoned administrative professional with a can-do attitude and a sensible approach to daily responsibilities. You are results-focused, with exceptional time management and attention to detail. Ideally, you are able to prioritize amid conflicting demands. You focus on ways to improve administrative processes that can help us achieve operational excellence within the Philanthropy team. A key collaborator, you are able to communicate effectively with internal and external partners to the IWK Foundation, focusing on the best method to communicate based on the audience you are working with. You understand the integrity of confidentiality and can work with a wide range of donors and volunteers, including Board and Committee members and senior executives.

Responsibilities:

Provide senior-level administration support to the VP, Philanthropy including the following:

- Acting as point person with other Foundation personnel to proactively manage schedules, calendars and track ongoing commitments and upcoming deadlines
- Coordinate and schedule events, meetings and presentations – minutes, action items, follow-up processes
- Draft, prepare and proofread memos, correspondence, reports and presentations
- Prepare agendas, take minutes/action steps and facilitate meetings as required
- Coordinate travel arrangements
- Liaise with donors on behalf of the VP when needed
- Record and reconcile VP expenses and oversee department approval process
- Provide administrative support to improvement projects and meetings, tracking and reporting process database and overseeing administration of related protocols and processes
- Supporting the Philanthropy team and Foundation initiatives including overseeing tracking, maintenance and basic analytics of daily metrics, updating Raiser's Edge database as it relates to donor activity, preparing revenue reports, tracking and updating fundraising program activities, supporting volunteer committees and working groups, coordinating and assisting with special events, and backup support to other members of the Administrative Team

Who You Are:

You are a professional administrative support professional.

You offer:

- At least 3 – 5 years of experience in increasingly senior level administrative support roles
- A post-secondary college or university diploma
- Ability to prioritize and focus on competing priorities and deadlines

- Possess exceptional organizational and time management skills with attention to detail
- Think quickly on your feet, with the ability to change course quickly and accurately
- Enjoy a fast-paced environment
- Communicate effectively across all levels of an organization internally and externally

You are a values-based individual who enjoys working with a dedicated and hardworking team.

What Do You Do Now?

If you are passionate about children's and women's health, with a desire to be a part of something important in our communities, hearing patient stories, meeting patients, patient families, donors and other health care professionals impacted by the work the Foundation does each day, then this is your opportunity! The IWK Foundation also provides a competitive compensation package.

If this role seems right for you, please provide a cover letter outlining why you believe it is a fit, along with your resume to iwkcareers@iwk.nshealth.ca. We thank all candidates but only those selected for an interview will be contacted.

We welcome all applicants who self-identify as Indigenous, Black/African Nova Scotians, Persons of Colour, Immigrants/Newcomers, Persons with Disabilities and 2SLGBTQIA+ to apply and represent the communities that we support.