



## Kootenay Boundary Regional Hospital & Health Foundation Society

### Communications & Marketing Coordinator

The KBRH Health Foundation is seeking a Communications & Marketing Coordinator (CMC) who is committed to providing exceptional customer service to our valued donors, community partners and stakeholders while coordinating the fundraising activities of the Foundation. The position is full time (5 days/week) and involves hybrid flexible work location involving work at the KBRH Health Foundation office and at the employee's home. The Foundation will consider part-time work options or splitting the job description if full-time work is not desired and/or dependent on the successful applicant's skill set.

Reporting to the Executive Director, the CMC is an integral member of the Foundation office. This position is primarily responsible for supporting the overall operations of the Foundation as it relates to planning and coordinating content for all communication platforms, supporting the design and execution of all marketing materials, and supporting annual communications and marketing strategies for ongoing programs and special projects. As a member of the Foundation's team, the CMC will play an important, hands-on role in the day-to-day operations that support key fundraising activities, including event planning and coordination, direct donation solicitation, sponsorship recruitment and engagement, and grant writing. Key to the success of this position is the ability to develop communications strategies to enhance the brand of the Foundation, target marketing opportunities to meet strategic goals, build relationships, and prioritize donor engagement, as well as work in an efficient manner.

The successful candidate must be a highly self-motivated, professional and mature individual who is able to work both independently and as a team member to further the goals of the Foundation. Experience in communications, event planning & management, fundraising, grant writing, networking, and cold calling is an asset. This position offers a competitive compensation package.

**Applicants can electronically submit a cover letter and resume to [KBHFoundationAdmin@interiorhealth.ca](mailto:KBHFoundationAdmin@interiorhealth.ca) no later than Friday June 16, 2023 at 12:00 pm.** \*Only applicants who are shortlisted will be contacted.