

**EXECUTIVE ASSISTANT
GEORGE HULL CENTRE FOUNDATION**
Permanent Full-Time



- LOCATION:** 81 The East Mall, Suite 300, Toronto
Hybrid (4 days office, 1 day home)
- REPORTS TO:** Chief Development Officer
- COMPENSATION:** \$55,595.45 - 61,381.87 annually
Full and comprehensive benefits package
CAAT DB Plus pension
4 weeks vacation + 4 float days
- HOURS OF WORK:** 36.25 hours per week; ability to work flexible hours on occasion
- START DATE:** Effective immediately

The George Hull Centre for Children and Families is at an exciting juncture in its history as it embarks on a new future-forward and aspirational strategic plan to change the trajectory of children's mental health. Success of this vision requires an experienced, energetic and professional Foundation team to meet ambitious fundraising goals. To help achieve this, we are seeking a highly organized and motivated individual with exceptional attention to detail to fill the new and exciting role of Executive Assistant to the Chief Development Officer.

Who We Are

The George Hull Centre for Children and Families is a leading children's mental health centre in Toronto, assisting thousands of children, youth and their families each year using evidence-based treatments and programs. Highly regarded for our commitment to clinical excellence, our expertise in family therapy and childhood trauma, and our focus on a child's strengths, we help families find hope and healing through a full continuum of mental health services. We are affiliated with University of Toronto as a Teaching Centre and are a fully accredited, non-profit organization governed by a volunteer Board of Directors.

The George Hull Centre Foundation raises critical funds to support the Centre's mental health, prevention and early intervention services, Institute for Childhood Trauma and Attachment, on-going research and evaluation, and staff training to ensure children and families receive the most effective and appropriate care while also maintaining the George Hull Centre's leadership position in children's mental health. We do this through a personal approach with our donors at all levels.

Position Summary

The Executive Assistant to the Chief Development Officer is a new position, reflecting the Foundation's growth in revenues over the past five years and ambitious plans for the future. This dynamic role will be the lynch pin for a smoothly operating, productive, efficient, and professional office. The Executive Assistant will be responsible for a significant variety of multi-faceted assignments of a senior administrative and coordinative nature, in addition to managing a core piece of the Foundation, its donor database. Additional key support responsibilities exist in grant management, donor relations, stewardship, meetings, and events.

This role serves as the eyes and ears for the CDO, providing oversight to the Foundation's numerous projects, tasks, and timelines, and flowing critical business information to the CDO. All information that passes through the CDO's office will be managed professionally and confidentially.

The successful candidate will be adept at taking items off the CDO's plate and managing competing priorities – both theirs and the CDO's. An independent worker who takes initiative, uses sound judgement, enjoys a lively and collaborative workplace, the Executive Assistant will join a growing team, dedicated to raising significant funds to support the Centre's life-changing services for children and families. As a new position, the opportunity exists to shape and develop new systems and processes to ensure maximum effectiveness and efficiency in the Foundation office.

If this sounds like you, and if you like to work hard to do good - and have fun doing it, please send us your CV and cover letter by April 26, 2024.

Duties include but are not limited to the following:

- Administrative support to the Chief Development Officer and all aspects of their daily routine, including dealing with key stakeholders and highly confidential information, email and general correspondence management, calendar management including scheduling appointments/meetings/interviews, developing reports and presentations.
- Management of the Foundation's Donor Management System including data management and donation processing, donor and financial reporting, grant tracking and proposal preparation, and tax receipting.
- Support to the Manager of Annual Programs and the Marketing & Communications Specialist in their specific roles as required.
- Coordination and support of meetings and events, scheduling, AV and technology, minuting, production of documents and distribution of material.
- Proof-read, edit and format department documents (e.g. funding proposals, grant submissions and evaluation reports, project management documents).
- Assisting with the creation and maintenance of systems and protocols for Foundation.
- Assisting in the development and monitoring of various budgets, including Departmental budgets, project budgets and grant budgets.
- General clerical and administrative functions including preparing mailings and mail merges, transcribing, photocopying, shipping packages, ordering of supplies, etc.

REQUIRED QUALIFICATIONS

- Degree or diploma in Administrative Studies or related field, which would ideally include coursework in data and financial management.

- Three (3) to five (5) years of job-related experience in a senior administrative role supporting senior-level management. Knowledge of formal and informal protocols and methods of supporting senior management positions.
- Solid experience with CRM and/or DMS systems, ideally with Donor Perfect.
- Advanced computer skills and deep experience employing a variety of software applications, including Microsoft 365 (including Word, Excel, Power Point), Teams, Zoom, and ideally Canva.
- Experience in non-profit sector preferred, including fundraising, donor relations/stewardship, and event coordination.
- Demonstrated minute-taking abilities with previous Board and executive-level management support experience.
- Knowledge of project management process.

SKILLS & ATTRIBUTES

- Self-directed worker with strong organizational and time management skills and proven ability to organize, plan, prioritize multiple projects, meet deadlines and reprioritize as needed. Efficient and effective.
- Independently motivated to take the initiative to lead or move forward key tasks; resourceful with a can-do attitude.
- Demonstrated critical thinker and problem solver; strong collaboration skills. Process thinker – anticipates next steps and impact of each .
- Very high attention to detail; checks and rechecks.
- Ability to maintain confidentiality and uses a high degree of discretion and sound judgment with the ability to prioritize and independently make decisions.
- Superior written and oral communication and customer service skills.
- Excellent written documentation skills that are clear, thorough, concise, accurate and timely, Strong knowledge of proper grammar.
- Deft at creating appealing presentations; eye for design and consistency in formatting.
- Looks for opportunities for continuous improvement and development - personally, for the position and the organization.
- Comfortable presenting ideas and suggestions, and receiving feedback and direction.
- Stays calm and focused under pressure and while juggling competing priorities.
- High standard for outputs and willing to go the extra mile.

- A team player capable of cultivating productive working relationships with a wide range of people across the organization
- Understanding of and commitment to quality service and best practice.
- A sense of humour, ability to bring levity, and positive outlook.
- Committed to diversity, equity and inclusion practices and allyship.

Submit resume and cover letter to:

Human Resources Administrator

Email: humanresources@georgehull.on.ca

The George Hull Centre Foundation values equity, diversity and inclusion within the workplace. Our goal is to attract, develop, and retain a highly talented team from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. Applicants from equity-seeking groups who identify with racialized communities in Toronto as well as other diverse backgrounds are encouraged to apply for this opportunity. We are committed to providing accessible employment practices. If you require accommodations during any stage of the recruitment process, please advise us when submitting your application and we will make every effort to accommodate your needs under the Human Rights Code and the *Accessibility for Ontarians with Disabilities Act* (AODA).

While we thank all those who apply (we really do!), only those chosen for an interview will be contacted.

Posting Date: April 15, 2024

Closing Date: April 26, 2024