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## Job Posting

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<b>Position Title:</b>	Senior Associate, Information Systems
<b>Reports To:</b>	Manager, Analytics
<b>Posting Date:</b>	November 26, 2018
<b>Closing Date:</b>	December 14, 2018
<b>Work Location:</b>	Trillium Health Partners Foundation: 89 Queensway W, Mississauga

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Are you inspired by the opportunity to be part of a movement to create a new kind of health care in Mississauga, Peel Region and West Toronto? Are you a technically savvy database administrator who's willing to join a growing team and help it make the most of its information, tools and technology? Keep reading to learn more about this exciting opportunity at **Trillium Health Partners Foundation**.

**Trillium Health Partners** is the largest community-based academic health network in Ontario serving over 2.2 million people in its catchment area. The hospital encompasses three main sites – the Credit Valley Hospital, Mississauga Hospital, and Queensway Health Centre – offering a full range of acute care hospital services, as well as being the designated regional care centre for several programs including paediatrics, cardiac, renal, and cancer care.

Working with donors, **Trillium Health Partners Foundation (THPF)** raises the critical funds needed to address the highest priority needs of Trillium Health Partners. THPF is a team of 35 professionals that strategically drives success as one of the highest performing hospital foundations in the country. Having raised more than \$32 million last year, our organization is positioned for growth, and is in the planning stages of a large-scale comprehensive campaign. Join our team and help us inspire investment in a new kind of health care for a healthier community.

### THE POSITION – OVERVIEW:

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THPF believes in the power of information systems, data and analytics to enable fundraising growth and enhance the experience of our donors and team members. Reporting to the Manager, Analytics, this position will be our organization's point person on how to use information systems and tools to their full potential. You will bring experience, a customer-service orientation and a get it done attitude to collaborate with team members and provide day-to-day management and support for Raiser's Edge, Luminare Online (our online fundraising platform), and IT hardware and software.

The **Senior Associate, Information Systems** will deliver on a range of responsibilities to enable our entire Foundation team, including:

#### **Fundraising Software Database Administration**

- Perform day-to-day activities to enable effective use of the database, including but not limited to creating reports, performing complex queries, data extraction, and global updates and imports.

- Oversee database integrity, structure and security, including data cleaning procedures and integration.
- Support teams across the Foundation to input, access and interpret information from the donor database.

#### **Online Fundraising Platform Administration and Support**

- Perform setup, testing and deployment for online fundraising campaigns, including email solicitations, donation forms and peer-to-peer pages.
- Partner with the Marketing and Communications team to manage the online platform (e.g. security, issue resolution, etc.).
- Manage the Foundation’s registered domains and domain forwards.

#### **IT Hardware and Software Facilitation**

- Manage the Foundation’s IT equipment (laptops, cell phones, etc.) and deployment in collaboration with the Hospital’s IS team.
- Support staff with Foundation IT equipment repairs, applications, maintenance and upgrades in collaboration with the Hospital’s IS team and vendors.

#### **Analytics**

- Provide support to the Foundation’s development of its analytics strategy, including business intelligence with dashboards, performance metrics and activity monitoring.

At Trillium Health Partners Foundation, we care passionately about fulfilling the needs of our hospital and our community. To achieve this objective, our team is committed to embodying the values of our team-created “ICARE” philosophy: inspiration, courage, accountability, respect, and excellence. The selected candidate must be eager and able to contribute to advancing this organizational culture.

#### **KEY CRITERIA:**

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#### **The ideal candidate for this role will display the following qualifications and skills:**

- Minimum 5 years of relevant or equivalent experience administrating Raiser’s Edge.
- Eager to take on tasks and challenges and problem solve to resolution (get it done mentality).
- Flexible and adaptable team player with strong interpersonal skills.
- Demonstrated ability to multi task and meet deadlines in a fast paced environment.
- Experience working collaboratively with internal and external stakeholders.

#### **Technical Skills**

- Excellent abilities to manage and utilize Raiser’s Edge to its full potential.
- Proficiency in Microsoft Office – PowerPoint, Excel, and Word.
- Experience with RE NXT, Financial Edge, Luminate Online, TeamRaiser, WordPress, domain maintenance and SQL an asset.
- Experience with Charities Directorate (CRA) rules and regulations an asset.

#### **Experience and Education**

- University/ College degree/ diploma in Business/ Computer Science or other related disciplines or experience.
- Courses completed through Blackbaud University/Learn.

**Work Environment:**

- Willingness to work flexible hours. Some after-hours work will be required.
- Work may take place across the multiple sites of Trillium Health Partners and Trillium Health Partners Foundation.
- Valid driver's license and access to a reliable vehicle is an asset.

**APPLICATION PROCEDURE:**

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- Please submit your cover letter and résumé to: [donna.mckay@thp.ca](mailto:donna.mckay@thp.ca)
- For further information on Trillium Health Partners Foundation we invite you to visit our website at [www.trilliumgiving.ca](http://www.trilliumgiving.ca)
- We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.