



Job Posting

Communications & Fundraising Development Manager

The John McGivney Children's Centre provides paediatric therapy services in the Windsor-Essex County community, enriching and celebrating the lives of children and youth with disabilities to help abilities grow, by providing child-focused, family-centred care. As a HOOPP employer, JMCC values collaboration, honesty, innovation, leadership, diversity, equity and inclusion.

Summary of the Role:

Reporting to the CEO this role will:

- Work with Senior Leadership and the Communications and Community Relations Committee of the Board to develop, execute and measure annual fundraising and community engagement plans aligned with organizational priorities.
- Develop donor strategies, cultivate and steward individual and major donors, corporate partners, sponsors, foundations, community groups and other supporters.
- Research and coordinate grants, sponsorships and planned giving opportunities, including proposals, agreements, recognition, tracking, and reporting; and maintain fundraising needs and donor recognition materials.
- Prepare regular fundraising reports and recommendations for the CEO and Board committee.
- Maintain donor database administration, gift acknowledgement, donor & giving trends, donor retention and relationship management processes
- Develop communications to promote and support fundraising activities, including donor appeals.
- Build strategic community partnerships and serve as a community ambassador; maintain the organization as a charity of choice and represent it on relevant sector/community committees and networks, including the EKO Communications Network.
- Coordinate donor presentations and visits, recognition, photographs, community and fundraising events, invitations and attendance; support special events and lead communications/logistics for the Annual General Meeting.
- Collaborate with the CEO, Senior Leadership and the Board committee to develop, execute and evaluate integrated internal and external communications strategies supporting the organization's vision, brand and priorities; establish objectives, audiences, channels, timelines and measurable outcomes.
- Identify compelling stories about clients, families, staff, programs, events, research and community impact; develop media releases, advisories, statements, briefing/speaking notes, key messages and other communications materials.
- Build relationships with local media and sector publications; manage media inquiries and events, monitors coverage, and advise the CEO, Senior Leadership and spokespeople on communications approaches, sensitive issues and reputational opportunities or risks.
- Maintain content for the website, social media and digital channels; establish editorial calendars, create and evaluate content, engage audiences and monitors user-generated content for opportunities and risks.
- Plan and oversee print, digital and promotional materials, working with external designers, printers and vendors.
- Produce organizational publications and newsletters, including the annual report and other staff/family communications.
- Lead employee communications through electronic and print channels, including intranet content, newsletters, mass emails, letters and promotional materials; cultivate internal contributors and story leads.
- Manage communications with families and care providers to ensure clear, accessible and consistent messaging; identifies opportunities to improve engagement. Coordinates photography/video and consent requirements and maintains job-posting/recruitment communications.
- Maintains relevant communications, fundraising, donation, recognition, privacy and promotional-consent policies and procedures; complies with organizational policies, brand standards, privacy requirements, donor/grant obligations and applicable legal and ethical practices.
- Handles confidential and sensitive information with sound judgment and discretion.

Qualifications:

- Post-secondary degree or diploma in communications, public relations, journalism, fundraising, business, marketing or a related discipline.
- Fundraising management certification/diploma or CFRE designation is an asset.
- Minimum of seven (7) years of progressively responsible experience in communications, fundraising, community relations, marketing or a related field; not-for-profit, health care, rehabilitation or community-service experience strongly preferred.
- Demonstrated success developing communications and fundraising strategies, cultivating donor/stakeholder relationships and securing or stewarding philanthropic support.
- Exceptional writing, editing, presentation, media relations, digital communication and social media skills, supported by relevant work samples; strong strategic thinking, research, project management, organization, prioritization, negotiation and analytical skills.
- Strategic, creative, collaborative, flexible and results-oriented, with strong interpersonal, networking and public-speaking skills and the judgment/political acumen to work effectively with senior leaders, Board members, donors, media, staff, families and community partners.
- Sound knowledge of fundraising, donor stewardship, grant development, communications planning, social media, content management and brand reputation, with sensitivity to pediatric care, rehabilitation, accessibility, family-centred services and organizational values and ethics.
- Experience using digital communication tools, including website content management systems, e-newsletter platforms and social media management tools.

Additional Details:

- HOOPP Pension Plan
- Generous Vacation & Time off
- Health & Dental Benefits
- 1 Permanent Position (*Upcoming Vacancy due to retirement*)
- Annual Salary Range - \$90,720 – \$102,219
- Hours of Work –37.5 hours per week

Let our staff tell you why they love working at JMCC! [Watch our short 5 minute video!](#)

Qualified applicants can submit a resume and cover letter to the Human Resources Department (hr@jmccentre.ca), by 4:00 pm on **November 2, 2026**

JMCC is committed to equity and diversity in the delivery of services and our work environment. Members from equity-seeking groups including Women, Indigenous Persons, Members of Racialized Groups, Persons with Disabilities and Persons of Diverse Gender Identities, Gender Expressions and Sexual Orientations, and groups protected by the Ontario Human Rights Code are encouraged to apply and to self-identify in their resume and/or cover letter. JMCC is committed to a recruitment process and work environment that is inclusive and barrier free. Should interested candidates require accommodations at any time during the recruitment process, please advise us of the nature of the accommodation(s) as soon as possible.