



JOB OPPORTUNITY

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 46,000 members across the country. The CFPC establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying, and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

Position Title:	Corporate Services and Foundation Coordinator
Vacancy#:	2025-10
Department:	Corporate Services Administration
Division:	Corporate Services
Reports to:	Executive Director, Corporate Services
Classification:	Individual Contributor
Status:	Permanent Full Time
Full Time Equivalent:	1.0
Salary Range:	Min. \$70,4663.52 Mid. \$ 88,079.04 and Max \$ 105,695.04

Summary

The Corporate Services and Foundation Coordinator provides administrative support to the Executive Director, Corporate Services (ED, CS). This position will be responsible for the administrative and governance components of The Foundation for Advancing Family Medicine (FAFM), maintaining the Raiser's Edge NXT database and providing donation receipts, reconciling the Raiser's Edge NXT database with finance/bank records. The Corporate Services and Foundation Coordinator will provide administrative support to the ED, CS through minuting meetings, calendar management and report writing/editorial review as well as administrative support to the Directors of Human Resources (HR) and Finance and Asset Management (FAM) on an as needed basis.

Main responsibilities include but are not limited to:

Essential Duties

- **Administrative and coordinative support to the FAFM Board of Directors and Nominating Committee:**
 - Provide administrative and communication-related support pertaining to the FAFM Board and FAFM Nominating Committee.
 - Notify members of upcoming meetings, schedule meetings, work with ED to prepare and distribute agendas and meeting materials.
 - Draft backgrounders with motion records on various initiatives
 - Attend meetings and take minutes, follow through on action items, file motion records and relevant documentation.
 - Maintain/contribute to the revision of governance materials (Board orientation kit, Terms of Reference, etc.), making travel arrangements/hotel bookings etc.
- **Process donations and other financial transactions related to the FAFM:**
 - Prepare and submit payment requests, along with required approvals and supporting documentation, to the finance department.
 - Liaise with finance/other departments to ensure timely release of funds.
 - Issue invoices and collect payments; track donations from various sources; enter donation records into the Raiser's Edge NXT
 - Issue tax receipts and thank-you letters to donors.
 - Prepare ad-hoc reports.
 - Handle monthly/Year-To-Date reconciliation; assist the finance dept. during year-end audit and CRA filing; organize backup information.
- **Policies and Contracts creation/review/update:**
 - Participate in the creation/review/update of various policies critical to the operations of the FAFM.
 - Draft/update contracts with vendors, agreements with donors.
- **Raiser's Edge NXT:**
 - Manage the day-to-day operations of the Raiser's Edge NXT database for the FAFM including but not limited to:
 - Create campaigns, funds, actions, events, etc.
 - Establish new donor profiles and/or update of existing constituent records
 - Ensure detailed data entry of gifts and pledges.
 - Ensure accuracy for donor stewardship, recognition, solicitation and all data related analysis and reporting purposes.
 - Prepare requested reports in a timely manner.
 - Assist with setting up accounts for new hires, introducing new/current staff to the proper use of Raiser's Edge NXT if needed.
 - Draft and maintain a comprehensive manual of database policies and procedures in accordance with industry's best practices.
 - Develop and maintain ad hoc reports as requested by the ED, CS.

- **Calendar Management:**
 - Manage the ED, CS's calendar including setting up routine meetings as directed (Corporate Services Advisory Team (CSSAT), Corporate Services Management Team (CSMT), 1:1s, Touchpoints, Corporate Services (CS) Division).
- **Administrative Support:**
 - Provide administrative support to the ED, CS and, to a lesser extent, the Directors of FAM and HR.

Related Duties:

- Ensure effective and professional communications with all internal/external contacts.
- Develop and maintain collaborative relationships at all levels of the organization.
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation.
- Work in accordance with all health and safety requirements.
- Demonstrate behaviours aligned with the CFPC Values.
- Demonstrate competencies aligned with the CFPC Competency Framework.
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC.
- Participate on special projects as required.
- Participate on internal staff committees or working groups as required.
- Assist with the onboarding of new team members as required.
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required.

Requirements

- Bachelor's degree in Nonprofit management, business, communications or a related field.
- Certificate in Fundamentals of the T3010 and Transparency for Canadian Charities.
- 3 years of experience in nonprofit, fundraising or development role.
- Blackbaud Raiser's Edge NXT Certification (Fundamentals at minimum)
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in French is an asset.
- Advanced knowledge of donation processing, donor cultivation and stewardship strategies.
- Advanced knowledge of calendar and meetings management.
- Intermediate knowledge of Microsoft Suite and collaboration tools.
- Advanced ability to ensure compliance with charitable regulations and reporting requirements.
- Advanced ability to express ideas and opinions.
- Advanced interpersonal, communication, organizational, relationship management and attention to detail skills.
- Intermediate ability to develop outreach strategies to engage the public and potential donors.

- Core Competencies: Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, influencing, work standard, facilitating change.

Working Conditions

- Flexibility to work extended hours occasionally to meet deadlines.
- Some travel (<10% of the time) possibly to Family Medicine Forum (FMF).

This role is based in Mississauga and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. Our current hours of operation are Monday to Friday 8am to 5pm Eastern Time.

There's a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC).

If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the vacancy# 2025-10 to: careers@cfpc.ca by April 11th, 2025.

We thank all those who apply for this opportunity. Only external applicants selected for further consideration will be contacted.

The CFPC is committed to equity, diversity, and inclusion in the workplace, and actively promotes a safe, healthy, and respectful work environment. Our hiring practices have been designed to ensure that applicants are protected from discrimination, human rights are respected, and individual needs are accommodated. We welcome and encourage applications from all qualified candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

Throughout the recruitment and selection process, please advise Human Resources if you require any accommodation(s).