

Job Posting

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 42,000 members across the country. The College 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.

About the FAFM

The Foundation is dedicated to advancing the discipline of family medicine through research and education initiatives, and programs that address and support the most current issues and challenges in family medicine. Contributions to the FAFM support excellence in family medicine in addition to grants, scholarships and continuing professional development for medical students, family medicine residents, and family physicians.

The FAFM vision

Best care for all—leading in family medicine through philanthropy.

The FAFM mission

Advancing excellence in research, education, and service in family medicine through philanthropy.

On behalf of the FAFM, the CFPC is recruiting a Foundation Coordinator

Position Title:	Foundation Coordinator
Department:	Foundation for Advancing Family Medicine
Division:	Foundation for Advancing Family Medicine
Reports to:	Executive Director, Foundation for Advancing Family Medicine
Classification:	Support Staff
Status:	Contract Full Time
Contract end date:	August 3 rd , 2025.
Full Time Equivalent:	1.0
Salary Range:	Min. \$61,606.80 Mid. \$77,008.56 and Max. \$92,410.32

Summary

The Foundation Coordinator provides administrative support to the Executive Director, Foundation for Advancing Family Medicine (ED, FAFM) and others in the department in the coordination and management of numerous tasks and activities under the FAFM's portfolio. The Foundation Coordinator provides confidential support to the ED, FAFM in their day-to-day work and for the projects and task groups they lead.

The Foundation Coordinator contributes to the development, implementation and execution of fundraising activities and is responsible for administrative duties such as preparing documentation reports, presentations, responding to general phone and email inquiries, coordinating and scheduling conferences, committee meetings, and conference calls, as required. The Foundation Coordinator processes donations and works with the Finance Department to submit payment requests. The Foundation Coordinator also provides administrative support for special projects, and maintains correspondence with the Board Directors, including drafting backgrounders and meeting agenda in consultation with the ED, prepare and process staff/Board expenses.

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 letter 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.

- **Raiser's Edge NXT (RE NXT).**
 - Work closely with the ED, FAFM to manage the day-to-day operations of the RE NXT Database for the FAFM
 - Create campaigns, funds, actions, events, etc. in RE NXT.
 - Establish new donor profiles and update existing constituent records.
 - Detail data entry of gifts and pledges, all while ensuring accuracy for donor stewardship, recognition, solicitation and all data-related analysis and reporting purposes.
 - Preparing requested reports in a timely manner.

- **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.

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 arts or science.
- 3 years of relevant experience.
- Additional training or certificate in Blackbaud Raiser's Edge NXT, preferred.
- 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.
- Intermediate Database Management System and Financial Management especially for Not-for-Profit/Charity sector organizations, Blackbaud Raisers Edge NXT and Reporting Tools and report delivery systems.
- Advanced Microsoft Suite.
- Advanced communication, administration, organizational skills.
- Advanced ability to clearly convey information to members, leaders and colleagues.
- Advanced ability to manage competing demands, analyze and report financial transactions and organize and prioritize workload in a complex and dynamic environment.
- Core Competencies: Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, influencing, work standard, facilitating change.

Working Conditions

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 ET.

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 posting# 2024-18 to: careers@cfpc.ca by April 29th, 2024.

We thank all those who apply but only those 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.

If selected to participate in the recruitment and selection process, please advise Human Resources of any accommodation(s) that may be required.