



The health of our community and the health of our team; this is the QEII Foundation's focus. And we are currently looking for our next highly motivated, skilled individual to join our team as Executive Assistant to Philanthropy.

By working with those who share our vision for better health, the QEII Foundation inspires generosity to advance health care at the QEII Health Sciences Centre - the largest teaching health centre in the region providing care to Nova Scotia residents and specialized services to Atlantic Canadians.

It's been said that the QEII Foundation has a secret sauce; something in the air that feels different in the philanthropic world. We feel it shines through in our stated values.

We lead with heart. We celebrate birthdays, new beginnings, and life changes for our team of Foundation rock stars. Through competitive salary, paid benefits, flexible work arrangements, and health and wellness spending, we want our team members to be the best version of themselves. We work hard but take the time to celebrate along the way. Staff meetings start with kudos for team members, and we ring an old-school bell when we have something meaningful to share.

We take integrity to the next level. Our culture is one that is built on transparency, trust, and relationships. Quite possibly three of life's greatest treasures that we never take for granted. We are on a learning journey to move from intentional to authentic equity, diversity, and inclusion, as we uphold the values of collaboration and inclusivity in all that we do. Being involved in the privilege of advancing health care also comes with the responsibility of holding each other accountable and respecting the often emotional and personal journey of health care.

We embrace boldness. Supporting team members to take risks and try new things whether through career development or innovative work approaches, we've got you. By embracing our differences and seeking out various points of view, we create the best version of our organization. We strive for healthy debate and conflict because we know that's where growth happens. We are a diverse group of people who epitomize the cliché 'the glass is half full' because we believe there is always a way, and together we will find it.

We've found our groove with opportunities for staff to work and contribute meaningfully both in-person and remotely as part of our flexible working model.

We believe scooters are faster than walking from one end of the office to the other. Good coffee and snacks power critical thinking in our meetings. And one can never have enough whiteboards in a room.

The Foundation is in the thick of its \$100 million We Are campaign, the largest healthcare fundraising campaign in Atlantic Canada. And when we plan the celebration event after reaching that ambitious goal, each and every talented team member will know they played a part in healthcare history.

We win as a team. We grow as a team. And we celebrate the moments as a team because when all else is stripped away, health matters most.

Reporting to the VP, Philanthropy, the Executive Assistant will provide executive level administrative support and assistance to the VP and the philanthropy team. With the chance to interact regularly with donors, volunteers, vendors, and Nova Scotia Health staff, your relationship building skills will be key, not to mention, your ability to manage many competing priorities, uphold sound ethical practices, and communicate with ease in person or in writing.

As the next Foundation team member, you will have a two-year certificate program from Community College in Business or Secretarial Science combined with a minimum of five years or related experience as an executive assistant.

With your training or experience, you already have a good handle on what it means to provide superior administrative support. You know that time management, taking initiative, communication, and customer service skills are a must. Navigating programs like Microsoft Office 365, Raiser's Edge/NXT or other CRM databases, and Adobe Acrobat X Pro are lifelines to your work. Previous work experience with a fundraising organization is a bonus, as we love new perspectives and knowledge around the table.

The hiring range for this position is \$50,000 - \$56,500 annual salary, dependent upon your relevant qualifications and experience. The QEII Foundation offers a highly collaborative and supportive atmosphere, the opportunity for professional growth and development, and a competitive benefits package. We are an equal opportunity employer.