



CANADIAN DOCTORS | MÉDECINS CANADIENS  
FOR MEDICARE | RÉGIME PUBLIC

February 10, 2021

## Call for Applications

### Membership & Community Engagement Coordinator

Canadian Doctors for Medicare (CDM) believes in a high-quality, equitable, sustainable health system built on the best available evidence as the highest expression of Canadians caring for one another.

We currently have an opening for a Membership & Community Engagement Coordinator. The Membership & Community Engagement Coordinator will be responsible for engaging with CDM's members and supporters. They will also manage and support public outreach campaigns, develop programming for members and the community, and integrate their work with fundraising activities. The Membership and Community Engagement Coordinator reports to the Executive Director.

#### Programming

- Develop and oversee events open to the public (e.g. issue-based panels, webinars) related to the priorities and ongoing campaigns of the organization
- Develop and oversee events for members (e.g. issue-based panels, webinars)
- Develop and oversee volunteer opportunities for members to engage in campaigns and outreach
- Support the Board in the administration of CDM's Mentorship Program

#### Development

- Oversee the organization's fundraising campaigns including direct mail and digital appeals, monitoring results and reporting on targets
- Develop membership recruitment materials and campaigns and support the Board in carrying out membership drives
- Develop and maintain relationships with funding organizations
- Develop relationships with CDM donors, including major and monthly donors
- Develop and maintain relationships with CDM members
- Oversee annual membership renewal, outreach and engagement efforts throughout the year
- Work with the Board and Executive Director to identify new fundraising opportunities
- Identify and prepare grant applications
- Process donations and maintain the membership and donor database

### **Community relations**

- Produce newsletters and updates for members and supporters including news about health care in Canada, upcoming events, and campaigns
- Develop health-related policy materials in collaboration with the Board and Executive Director
- Respond to member and supporter inquiries
- Produce content for CDM's social media and website

### **Skills and Abilities**

- Proven track record developing and overseeing fundraising campaigns
- Experience in organizing or membership drives
- Experience with NationBuilder or similar cloud-based member engagement tools an asset
- Experience maintaining information management systems and coordinating an efficient flow of communication and information
- Ability to conduct basic research and translate research and policy into plain language communications
- Knowledge of Canada's health care systems an asset
- Experience in public policy/advocacy an asset
- Strong organizational skills with the ability to prioritize, schedule and perform complex tasks with minimum supervision
- Superior attention to detail and conscientious about accuracy of work

This position is a one-year contract with the possibility of being made permanent. It is 4 days per week (32 hours per week). Compensation will range from \$35,000 – \$40,000 depending on the successful candidate's experience. The office is located at 310-720 Bathurst St in Toronto though the position can be partially remote in keeping with public health guidelines.

CDM supports employment equity. Women, racialized persons, Indigenous persons, persons with disabilities, gay, lesbian, bisexual and transgender persons are encouraged to apply for this position. If you are a member of an equity-seeking group, you may choose to identify as such in your application. If you require accommodation in your application process, please let us know.

**Applications for this position are due by Friday, February 26 at 5pm ET.**

To apply for this position, please send your resume and cover letter to [hire@canadiandoctorsformedicare.ca](mailto:hire@canadiandoctorsformedicare.ca).

For questions about the position, please contact CDM's Executive Director Katie Arnup at [katie@canadiandoctorsformedicare.ca](mailto:katie@canadiandoctorsformedicare.ca)