



The Brandon Regional Health Centre Foundation is a registered non-profit corporation whose mission is “Through partnerships, to raise and steward funds to enhance care and community impact at the Brandon Regional Health Centre”.

We are seeking a “Community Engagement Coordinator” who will be responsible for the Foundation marketing, including content creation and delivery, fulfilling ongoing donor stewardship requirements, annual giving and special event supporters. The “Community Engagement Coordinator” would work under the direction supervision of the Executive Director of the BRHC Foundation.

This is a 1-year term, 0.6 EFT to full-time position (depending upon candidate) with the potential to become permanent. The BRHC Foundation offers a competitive compensation package and paid benefits.

REQUIRED QUALIFICATIONS:

- Post-secondary education in the field of Business Administration, fundraising, communications or public relations, or acceptable combination of education and job experience related to job functions
- A good understanding of marketing tools and strategies including social media platforms, ensuring successful marketing and promotion
- Experience in event planning or fundraising
- Managing content and engaging with online audiences with Social Media Platforms
- Advanced verbal and written communication skills with the ability to engage respectfully and professionally with diverse communities both online and in person, serving as a key public representative of the organization.
- Strong computer skills including Microsoft Programs, online marketing platforms such as Canva, Constant Contact/Mailchimp and basic Website/Word Press
- Ability to engage in relationships with local and rural business and community groups
- Strong organizational and time management skills with the ability to work independently and as part of a team
- Ability to build strong working relationships with BRHC Foundation community partners
- Ability to respect and promote confidentiality and to perform the duties of the position on a regular basis
- Valid Class 5 Drivers' License

DESIRABLE QUALIFICATIONS:

- Proficiency in Raiser's Edge NXT and Trellis
- Familiarity with photography, videography, editing and graphic design
- Knowledge of bequests and legacy planning programs
- Knowledge of leadership and management principles of non-profit organizations governed by a Board of Directors
- Experience with grant applications & processes

If your skillset lends itself to this role please forward your Expression of Interest to:

Brandon Regional Health Centre Foundation

150 McTavish Avenue East

Brandon, MB R7A 2B3

Email: Jo-Anne Lewis at jlewis@brhcfoundation.ca Phone: (204) 578-4226

This position may be required to work occasional evenings and/or weekends and is subject to a Criminal Records Check. The successful candidate will be responsible for any service charges incurred.

Closing Date: Saturday, November 1, 2025 at midnight