

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services. Further information about the Foundation is available at www.vghfoundation.ca.

Position Summary

As a key member of the Foundation's fundraising team, the Assistant's primary area of responsibility is to provide administrative support to the Major Gifts fundraising staff.

This position encompasses a wide range of responsibilities including responding to enquiries, arranging meetings, preparing reports, correspondence, budgets, presentations and following up on action items from other members of the team. This individual is expected to provide a high level of customer service while exercising tact as well as diplomacy in working with donors, volunteers, hospital medical and administrative leaders. The incumbent is also responsible for maintaining confidential donor data per standard organizational policy.

Qualifications and Experience

- University degree or equivalent diploma, or combination of education and experience related to sales or fundraising.
- Minimum two years' experience with a not-for-profit in an administrative position.
- Fundraising or event planning and/or assistance background is an asset. Estate administration experience or financial/gift planning knowledge is also an asset.
- Fluent Chinese verbal and written skills are an asset.
- Demonstrate judgment and discretion in dealing with confidential and sensitive matters.
- Demonstrate administrative & organizational skills.
- Computer skills - proficient in Word, Excel, PowerPoint, Outlook, and highly developed internet search skills, familiarity with contact management or fundraising software; Raiser's Edge knowledge is an asset.
- Above average verbal and written skills and abilities.
- Strong data analysis skills, attention to detail and accuracy are a must.
- Proven ability to manage multiple assignments simultaneously.

This is a full-time, contract position (to March 31, 2018 with the possibility of extension) with competitive salary and benefits. Start date: Immediate.

TO APPLY

If you possess the qualifications and experience indicated, please email your resume and cover letter, with "Administrative Assistant, Major Gifts" in the subject line, by **August 25, 2017** to:

Corina Somerville
VGH & UBC Hospital Foundation
190-855 West 12th Avenue
Vancouver, BC V5Z 1M9

(email: hr@vghfoundation.ca)