

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

Reporting to the Donations Management Officer, the Donations Processing Assistant works with other Donations Processing Staff to ensure accurate Donor information and timely donations processing. This team interacts and communicates with internal Foundation Staff (e.g. Major Gifts) and external constituents (e.g. Donors and hospital staff).

The Donations Processing Department plays a vital role in ensuring donations to the Foundation are processed accurately, effectively and in a timely manner following the gift processing policies and procedures. This department processes all donations received and maintains a database of historical information.

Responsibilities

The Donations Processing Assistant processes a variety of donation transactions, maintains accuracy of records in the fundraising database (Raiser's Edge) and acts as the relief Customer Service Representative when required. Responsibilities include: processing daily gifts, fund raising event related gifts (ticket purchases, sponsors, auction donations/purchases), electronic fund transfers and credit card donations; responding to both internal and external inquiries; liaising with Finance, clinical and service departments; contacting donors when necessary; and providing support to the Donations Processing Team.

Qualifications and Experience

- High School Graduate and Post-Secondary training in accounting and office procedures is desirable
- 3 years' experience working in a similar clerical role in a mid to large organization
- Experience working in a healthcare not-for-profit organization is an asset
- General knowledge of accounting principles and procedures
- Must have good analytical skills with strong attention to detail
- Ability to identify and resolve issues independently and to know when to involve the Director of Finance
- Ability to process a high volume of transactions with accuracy
- Demonstrated ability to multi-task and meet deadlines
- Good knowledge of Microsoft Office suite of products
- Raisers Edge experience is an asset
- Excellent written and oral communication skills
- Ability to work effectively with a diverse group of stakeholders
- General knowledge and understanding of privacy regulations

This is a part-time (22.5 hrs/week), permanent position with competitive salary. Start date: Immediate.

TO APPLY

If you possess the qualifications and experience indicated, please email your resume and cover letter, with "Donations Processing Assistant" in the subject line, by **June 26, 2017** to:

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

(email: hr@vghfoundation.ca)