

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized 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

The Executive Assistant reports to the Manager, President's Office and Governance and provides confidential, administrative support to the President & CEO in all aspects of the Foundation's operations to achieve organizational goals (budget, strategic planning, fundraising, policies).

Responsibilities

Key Responsibility Area: President's Office

- Manages the flow of information and communication between the President's office and all departments as required.
- Manages and prioritizes multiple tasks while accommodating the priorities and deadlines of the organization and the President.
- Maintains the calendar for scheduling key meetings and events to meet organizational deadlines and priorities. Ensures that all events and meetings flow logically and take into consideration organizational events and happenings.
- Organizes meetings, conferences, and appointments with donors, staff, and stakeholders. Ensures that agendas and advance materials are circulated on time and makes all the necessary arrangements for the meeting.
- Reviews correspondence / materials drafted for President's review and/or signature for correctness and completeness before forwarding to President for his attention.
- Delegates the responsibilities of the President as per the supervisor's instructions and follows up to ensure completion. Maintains a high level of tact and confidentiality in all matters.
- Manages the President's donor and prospect portfolio, tracking all moves and proactively bringing forward next steps.
- Establishes and maintains positive working relationships with senior volunteers, hospital physicians and leadership, community leaders (major donors and prospects), etc.
- Maintains Raiser's Edge database contacts records ensuring that donor, VCH and other data is up-to-date and accurate at all times.
- Schedules and organizes the President's business trips and makes all travel arrangements including reserving flights, hotels, car rentals, etc.
- Prepares responses to routine inquiries and redirects correspondence for appropriate handling.
- Accepts and makes calls on behalf of the President and receives visitors who have an appointment with the President.
- Receives feedback from stakeholders and donors, ensuring their satisfaction with the Foundation's services.

Key Responsibility Area: Corporate Administration

- Ensures the smooth running of the President's schedule, proactively responding to issues and either resolving them directly or referring them to appropriate parties.
- Manages the administrative duties of the President's office, retrieving and integrating data from multiple sources and disseminating information to employees, donors and stakeholders as required to ensure smooth operation of the Foundation.
- Attends, volunteers, and participates in Foundation events.

Qualifications and Experience

- At least five years' proven experience as an Executive Assistant. Experience in the not-for-profit and/or health environment is an asset.
- Bachelor's degree or an equivalent combination of education and experience in a related field.
- Experienced in exercising a high level of integrity and discretion in interacting with senior level management, professionals, major donors and a diverse community of stakeholders.
- Possesses excellent judgment and discretion in dealing with confidential and sensitive matters.
- Possesses effective decision making and delegation skills.
- Excellent planning, organizational and time management skills and demonstrated attention to detail.
- Demonstrated problem solving skills; creative, energetic and flexible approach to projects and work.
- Good communication and negotiating skills, when working with stakeholders, vendors and other employees.
- Exceptional written and verbal communication skills.
- Demonstrated ability to work well under pressure in a highly diverse environment with time and resource constraints. Exceptional ability to manage multiple tasks simultaneously and ability to maintain priorities with constantly changing timelines.
- Excellent interpersonal and presentation skills.
- Able to work independently and collaboratively.
- Must be proficient in the Microsoft Office suite of products, Dropbox and Raiser's Edge.
- Flexible and willing to work outside normal business hours.

This is a full-time, permanent position 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 "**Executive Assistant to the President & CEO**" in the subject line, by **March 3, 2017** to:

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

(email: hr@vghfoundation.ca)