

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.

Proposals and Projects

The Proposals and Projects department plays a critical role in supporting Major Gifts fundraising by helping the Foundation to understand the long- and short-term fundraising needs, priorities and opportunities of VGH, UBC Hospital, GF Strong Rehabilitation Centre, Vancouver Coastal Health Research Institute (VCHRI) and Vancouver Community Health Services, and matching them to donor interests.

The department works in collaboration with health care staff and leadership to understand and develop compelling cases for support, proposals, and accountability reports. Project status monitoring of donor-funded initiatives is also a key component of the role to ensure accurate and effective donor stewardship.

Position Summary

The Manager, Proposals and Projects has exceptional written and verbal communication skills, ideally as it relates to healthcare. The role collaborates with other Foundation staff and various hospital stakeholders to learn about and understand a wide array of clinical areas.

One of the key responsibilities is to translate complex scientific and medical language into an inspiring and easy-to-understand vision with well thought-out plans and clear results. Drawing on versatile writing skills, the Manager, Proposals and Projects, will work with the Major Gifts team and relevant health care teams to write compelling proposals and other customized materials.

The incumbent is also responsible for actively monitoring donor-funded initiatives to ensure they remain aligned with donor intent. Other responsibilities include preparing and monitoring key financial elements related to managing donor funded initiatives, including equipment purchases and pilot programs.

Qualifications and Experience

- University graduation in a relevant discipline or equivalent.
- Minimum three years of professional experience in business or technical writing, journalism, communications or a related discipline in healthcare and/or fundraising.
- Background or experience in healthcare is an asset.
- Outstanding research, business writing and editing skills; demonstrated ability to succinctly communicate relevant information to diverse audiences; experience developing and writing fundraising cases for support and proposals preferred.
- Demonstrated project management and facilitation skills, with a sound knowledge of formal project management methodologies and practices. Proven ability to meet deadlines in a fast-paced environment with multiple, competing deadlines, and time and resource constraints.
- Highly developed interpersonal skills and proven ability to exercise a high degree of diplomacy and discretion; demonstrated experience building and sustaining effective working relationships with diverse stakeholders.
- Excellent analytical, financial, and problem-solving abilities.
- Familiarity with the advanced features of Microsoft Office suite of products and knowledge of a donor management system (Raiser's Edge) preferred. Knowledge of InDesign is also an asset.

*This opportunity is available 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 **“Manager, Proposals & Projects”** in the subject line by **April 21, 2017** to:

Corina Somerville

Human Resources Coordinator
VGH & UBC Hospital Foundation
855 West 12th Avenue
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(email: hr@vghfoundation.ca)