

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.

The Foundation Events team is responsible for executing and promoting large signature fundraising events and providing support to independent community event organizers. Annual signature events include the Innovators' Challenge, TELUS Night of a Thousand Stars gala, Harry Rosen Tournament for Life (Golf Tournament), Viva Pharmaceutical Time to Shine gala and a variety of independent community events supported by the Foundation. These events contribute not only to revenue goals, raising over \$4 million annually, but also provide an invaluable contribution to the profile and brand image of the Foundation and to cultivating relationships with donors, sponsors, board members, volunteers and the community.

Position Summary

The Events Assistant's primary responsibilities are to provide administrative support to the Events Team for the effective and efficient planning and execution of Foundation signature fundraising events, with a focus on the Night of a Thousand Stars Gala on November 10, 2018 and the Time to Shine Gala on February 9, 2019.

Primary responsibilities of the role include coordinating and managing guest invitations, preparing and distributing communications and meeting materials, coordinating mail outs and email communications, organizing event volunteers and event supplies, proactively maintaining accurate information in databases, and tracking and reconciling information, and overseeing guest registration at the events themselves.

Event planning takes place in a fast-paced, team environment where multiple deadlines can arise simultaneously and coordination and collaboration between multiple parties is required. The successful candidate must be able to take direction when given, but to also independently source and recommend solutions with minimal supervision, and be comfortable liaising with external suppliers, donors and volunteers. A flexible, "can do" attitude is a key contributor to success.

Responsibilities

Assists with:

- managing and tracking invitation process (follow up with fundraisers/physicians and donors, data entry in Raiser's Edge and Auction Tracker)
- creating and distributing email communications to guests
- tracking RSVPs and communicating updates to table hosts as necessary
- preparing invitation letters, place cards, guest list, seating charts, bid cards
- tracking dietary restrictions
- assisting with other pre-event tasks as necessary (e.g. organising supplies and volunteer materials)
- coordinating registration set-up on site
- administration of post-event recognition and accountability
- coordinating and supporting pre and post event donation processing

Qualifications and Experience

- High-school graduation plus experience with fundraising, events, marketing or communications
- Completion of 1 or more co-op terms (or equivalent work experience)
- Demonstrated attention to detail and analytical skills

- Demonstrated ability to work independently and take initiative when required
- Demonstrated organizational and time management skills and proven ability to meet multiple deadlines
- Ability to function efficiently in a fast-paced, rapidly changing environment
- Good written and verbal communication skills
- Good interpersonal skills and collaborative working style. Proven ability to exercise tact, discretion, and good judgment in dealing with various stakeholders and confidential and sensitive matters
- Ability and willingness to work outside normal work hours when required
- Ability and willingness to work outside normal office hours as required
- Computer skills: proficient in the standard suite of Microsoft Office products
- Experience with Raiser's Edge and/or Auction Tracker or other donor database management systems is an asset.
- Experience with Adobe Creative Suite, WordPress and Mailchimp an asset
- Experience with HTML coding with email campaigns an asset
- Experience with PerfectTablePlan an asset

This is a full-time, one-year temporary 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 "Events Assistant, Gala" in the subject line, by **June 6, 2018** to:

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

(email: hr@vghfoundation.ca)