

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 (P&P) department plays a critical role in supporting our Philanthropy Department 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, as well as manage the status of donor-funded initiatives to ensure accurate and effective donor stewardship. The ideal candidate is a strategic thinker and natural problem solver. The role demands a creative person with strong critical thinking skills to help them manoeuvre complex and fast paced work with flexibility and flair.

Position Summary

The role requires an exceptional writer who can translate complex health care ideas and concepts into an inspiring and easy-to-understand vision with well thought-out plans and clear results.

The role collaborates with other Foundation teams and various hospital stakeholders to understand a wide array of clinical areas in order to become a product expert in the different specialty areas across our themes of surgery, cancer, heart & lung, brain, community and innovation.

The incumbent is also responsible for actively managing donor-funded initiatives, such as equipment purchases or pilot programs, to ensure they remain aligned with donor intent. Related responsibilities include preparing and monitoring key financial elements (budgets), problem solving with stakeholders and driving process.

Qualifications and Experience

- Bachelor's degree and/or post-graduate diploma in a relevant discipline or equivalent
- Minimum three years of professional experience in business or technical writing and/or journalism
- Background or experience in health care and/or non-profit sector is an asset
- Outstanding research, business writing and editing skills
- Experience developing and writing fundraising cases for support and proposals preferred
- Master communicator with an ability to adapt to diverse audiences
- 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 **September 17, 2018** to:

Corina Somerville

(email: hr@vghfoundation.ca)

Human Resources Coordinator VGH & UBC Hospital Foundation 855 West 12th Avenue Vancouver, BC V5Z 1M9