

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](http://www.vghfoundation.ca).

The Events Department is responsible for developing, driving, leading and producing high-level signature fundraising events, and ensures a consistency of approach for a portfolio of independent community events. The annual signature events include the Innovators' Challenge, Tournament for Life (Golf Tournament), Night of a Thousand Stars Gala, 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, cultivating and strengthening relationships with donors, sponsors, board members, volunteers and the community.

## **Position Summary**

The Coordinator, Fundraising Events primary responsibilities are to provide support to the Events team for the effective and efficient planning and execution of Foundation signature fundraising events – the Innovators Challenge, Harry Rosen Tournament for Life, the TELUS Night of a Thousand Stars gala presented by Capital Direct and the Viva Pharmaceutical Time to Shine gala.

The Coordinator, Fundraising Events manages in kind asks to support auctions and raffles associated with the Foundation's signature fundraising events, and develops the fundraising strategies associated with each. The role also provides support to the Events Team for the effective and efficient planning and execution of these events.

Additional responsibilities related to this role include, developing and stewarding relationships with in kind donors, soliciting items and tracking items, writing auction descriptions, preparing in kind sponsorship materials, donation processing, and thank you process. Key responsibilities related to signature fundraising events include managing event volunteers, tracking guest RSVPs and managing guest communication, coordinating event committee meetings, liaising with event committees, proactively maintaining accurate information in databases, and tracking and reconciling lists and information.

## **Responsibilities**

- Ensures fundraising strategies align to achieve auction and raffle revenue goals.
- Researches new potential in kind relationships.
- Solicits in kind donations.
- Tracks, warehouses and manages physical inventories of in kind items.
- Writes in kind descriptions for auction and raffle.
- Ensures auction software (AuctionTracker, Givergy) is up to date and that data is entered accurately.
- Manages auction payment and pick up on event night.
- Assists with developing event signage.
- Assists with recruiting, liaising with, and managing event-day volunteers.
- Submits raffle license applications and ensuring gaming requirements are met.
- Updates event volunteer documents and conducting volunteer orientation sessions.
- Organizes event supplies and volunteer information for event day.
- Schedules and attends committee meetings and preparing detailed meeting minutes.
- Manages the event packing take list.
- Assists with set-up on site and provides general event day support.
- Assists with post-event thank you process.

- Assists with post-event clean up/ wrap up.
- Ensures Raiser's Edge volunteer records are updated and provides support with data clean up as necessary.
- Ensures all volunteers and committee members sign confidentiality agreements and waivers (if required).
- Builds and stewards relationships with in kind donors.
- Liaises with committee members to support and track their in kind asks.
- Maintains and updates records in relevant donor and event databases and software, including donor, event and appeal records
- Processes in kind donations paperwork, ensuring tax receipts are issued as appropriate.
- Processes gift forms

Performs other related duties as assigned. Such duties do not normally change the level of the job.

### **Qualifications and Experience**

- University degree or equivalent diploma, or combination of education and experience related to Events, Marketing or Communications
- Minimum two years' experience with a not-for-profit, preferably in Events

### **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 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
- Strong verbal and written skills and abilities
- Strong data analysis skills, attention to detail and accuracy
- Ability and willingness to work outside normal work hours, when 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 an asset

This is a full-time, one-year temporary position with a possibility of extensions and 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 "Fundraising Events Coordinator" in the subject line, by **October 5, 2018** to:

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

**(email: [hr@vghfoundation.ca](mailto:hr@vghfoundation.ca))**