

Angel Campaign Volunteer 2018

Background

This is your opportunity to join a dynamic team at an organization dedicated to supporting the advancement of health care for people from across BC. The Foundation is seeking self-motivated, energetic volunteers to work in a fundraising setting alongside our dedicated staff, where every team member plays a critical role.

Since 2001, the Angel Campaign has raised over \$3.6 million to support our hospitals' most urgent needs. These funds play a vital role in the delivery of BC's best, most specialized care for adults and directly contribute to the purchase of critical equipment and to the funding of high-impact, innovative research projects.

From November to January, the winter wonderland trees at VGH, UBC Hospital, and GF Strong Rehab Centre will be filled with thousands of Angel decorations, each carrying a special message of love or gratitude to friends and family, medical teams and hospital staff, and all of the angels in our lives.

Position Summary

The Angel Campaign Volunteer is responsible for providing support and coordination of Angel Campaign stewardship, with some involvement in sponsorship and solicitation.

Roles and Responsibilities

- Enter angel honouree messages into Microsoft Excel spreadsheet
- Sort angel ornaments by hospital site
- Hang angel ornaments on trees at VGH, UBC Hospital, and GF Strong Rehab Centre
- Distribute and replenish angel marketing materials to sites
- Assist with removing angel ornaments from trees post-campaign
- Assist with campaign wrap-up and sending correspondence to physicians and hospital staff who were honoured
- Opportunities to solicit Angel-related donations and sponsorships

Duration

- November 19, 2017 to February 15, 2019 (with the possibility of extending)

Time Commitment

- Minimum 1 day per week, 4 hours; during office hours (9am-5pm)

Education & Experience

- Demonstrated organizational and time management skills
- Excellent attention to detail
- Computer skills: competent in the standard suite of Microsoft Office products
- Ability to function efficiently in a fast-paced, rapidly changing environment
- Ability to follow specific instructions
- Ability to work independently and with initiative
- Retail or operations experience is desirable

Training & Support

- On the job orientation
- On-going support and supervision from assigned Supervisor
- Evaluations, exit interviews and letter of reference are available upon volunteer's request

Other Requirements

- Sign and adhere to the confidentiality agreement
- Able and willing to travel between hospital sites (shuttle service is available)

Benefits

- Learn new and transferrable skills, knowledge and experience in the area of Annual Giving with one of Vancouver's leading charities in the non-profit industry
- Engage in opportunities for leadership, community service and personal/professional development
- Be appreciated for valuable contributions
- Contribute directly to improvements in health care within British Columbia

Send cover letter and resume by November 19, 2018 to:

Corina Somerville

Email: hr@vghfoundation.ca