

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.

Department Summary

Philanthropic Programs and Donor Engagement brings together the Annual Giving, Events, Lottery, Donor Relations, and Chinese Strategy teams.

Annual Giving team is responsible for developing and driving revenue through direct response including mail, online, monthly and telemarketing. The Annual Giving team is also responsible for tribute giving, mid-level giving (Partners in Care), and employee giving.

The Events team is responsible for developing and executing the events portfolio including Night of a Thousand Stars Gala, Time to Shine Gala, Tournament for Life golf tournament and 3rd party event programs (ICE – Independent Community Events).

The Donor Relations team is responsible for developing and driving the implementation of a comprehensive donor relations program spanning from cultivation to stewardship for all donor segments and key stakeholder groups to the Foundation.

Position Summary

Reporting to the Associate VP, Philanthropic Programs and Donor Engagement, the administrative assistant supports mainly the Associate VP and the Annual Giving and Events teams. This position performs a wide range of activities including responding to enquiries, arranging meetings, preparing reports, correspondence, budgets and presentations and following up on action items from other members of the team. This individual is expected to provide a high level of customer service and exercise tact and diplomacy in working with donors, volunteers, and hospital medical and administrative leadership. The incumbent is also responsible for handling incoming gifts promptly and maintaining confidential donor data per standard organizational policy.

Qualifications and Experience

- University degree or equivalent diploma or combination of education and experience related to fundraising.
- 3 to 5 years' experience in an administrative position preferably with a not-for-profit.
- Fundraising, event planning or administrative assistance background is an asset.
- Demonstrated judgment and discretion in dealing with confidential and sensitive matters.
- Demonstrated administrative & organizational skills.
- Computer skills - proficient in Word, Excel, PowerPoint, Outlook, and highly developed internet search skills. Familiarity with contact management or fundraising software; Raiser's Edge knowledge is an asset.
- Strong data analysis skills, attention to detail and accuracy are a must.
- Proven ability to manage multiple assignments simultaneously.
- Strong communication skills, written and verbal.

This is a regular full-time 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 **"Administrative Assistant, Philanthropic Programs and Donor Engagement"** in the subject line, by **January 18, 2019** to:

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

(email: hr@vghfoundation.ca)