

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 generates over \$50 million annually in philanthropic revenues. The Major Gifts & Gift & Estate Planning department is responsible for raising gifts of \$25,000 or greater and for generating annual revenues of over \$30 million. The Major Gifts & Estate Planning team is also responsible for the successful implementation of key strategic initiatives in the Foundation's Strategic Plan in order to meet organizational objectives.

Position Summary

As a key member of the Foundation team, the Manager, Major Gifts Administration has two key areas of focus:

- Leading the team of Major Gifts Assistants and maintaining the administrative systems required for the effective and efficient operation of the Major Gifts program.
- Providing excellent administrative support to the Senior Vice President by
 - Managing the Senior Vice President's calendar, schedule, and contacts.
 - Arranging the many aspects of meetings with participants from outside the Foundation including medical, health care and research leadership, corporate/community leadership and major donors.
 - Preparing/assisting with a wide range of materials, including presentations, Board reports, and correspondence.

Responsibilities

Key Responsibility Area: Administrative Lead for Major Gift Assistants

- Establishes process, protocols and standards to ensure efficiency of the work of Major Gift Assistants.
- Provides direction and training to Major Gifts Assistants with respect to process, protocols, and standards to ensure efficiency.
- Onboards new Major Gifts Assistants.
- Maintains a high level of familiarity with major gift donors, prospects, and the grateful patient strategy program with physicians, along with the Foundation's fundraising priorities, vision, values, and objectives.
- Ensures currency, accuracy and confidentiality of information pertaining to individuals, corporations, donors, and prospects.
- Provides direct assistance to all members of the Major Gifts fundraising team and to the CEO & President on exceptional basis, when required.
- Signs off on invoices and expenses for the Major Gifts team up to \$1,000.00.
- Works collaboratively with the entire Foundation team.

- Actively supports the Foundation by attending, volunteering, and participating in Foundation events. Available, flexible and willing to work additional hours as required, including early mornings and evenings.

Key Responsibility Area: Senior Vice President

- Provides confidential administrative support to the Senior Vice President with respect to Foundation initiatives, major gifts donors, and staff.
- Provides general administrative support to the SVP, including:
 - Correspondence on behalf of the Senior Vice President's.
 - Management of the SVP's mail, expenses; subscriptions and memberships, agendas and supporting materials for meetings.
 - Preparation of presentations and reports for the SVP.
- Ensures effective use of the Senior Vice President's time
- Accommodates the Senior Vice President's priorities and deadlines.
- Updates prospect records in donor database, plans with SVP & prepares meetings with prospect/donor/medical leaders and ensures record-keeping of same, as well as timely correspondence to follow up.
- Monitors prospect/donors of SVP for pledge payments due, arranges correspondence, and promptly acknowledges receipt of gifts and payments.
- When required, arranges travel including air travel, accommodation, and car rentals.
- Manages all aspects of scheduling meetings including room bookings, catering, and meeting materials.
- Works independently from Senior Vice President where appropriate, answering queries from internal departments along with Foundation volunteers and the general public.
- Develops and maintains appropriate office systems to provide efficiency for the Senior Vice President and to coordinate with other departments of the Foundation.
- Provides project support and maintains an appropriate "bring forward" system to ensure all deliverables are met.
- Stays abreast of emerging issues with respect to the Foundation, the hospitals, and donors. Is knowledgeable about and conversant with the Foundation's strategic plan.
- Undertakes special projects as assigned.
- Proactively sets own work priorities to meet deadlines.
- Acts on the Senior Vice President's authority as needed.

Qualifications and Experience

- Demonstrated administrative and organizational skills with meticulous attention to detail.
- Demonstrated ability to analyze and resolve problems quickly and efficiently.
- Exceptional interpersonal skills. Ability to work effectively with staff, donors, external agencies, Board members, and the general public with tact and diplomacy.
- Ability to work under pressure and calmly maintain priorities when deadlines frequently change.
- Proven excellence in verbal and written communication.
- Demonstrated ability to work with confidential information and maintain confidentiality.
- Ability to work well in a team environment as well as independently.

- Ability to lead and manage staff, including ability to plan and delegate work, ability to document work processes and ability to train others on work processes and procedures.
- Excellent computer skills with extensive experience with PC applications including Word, Excel, PowerPoint, Publisher, and contact management or fundraising software. Raiser's Edge knowledge and experience an asset.
- Exceptional ability to manage multiple projects simultaneously.
- Self-motivated, hands-on professional with a positive attitude and strong "get-the-job-done" work ethic.
- Ability and willingness to work outside normal business hours.
- Completed Post-Secondary education: administrative or business-related programs preferred.
- Minimum 5 years' experience in a position providing administrative support to an executive or team.

This is a regular full time position. Start date: Immediately.

TO APPLY

Please send your resume and cover letter, with "**Manager, Major Gifts Administration**" 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)