

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).

## **Department Summary**

Gift & Estate Planning helps shape the future of health care in British Columbia by facilitating legacy giving to VGH & UBC Hospital Foundation. Working with donors and prospects, the team secures support through bequests, securities, life insurance and other complex gift vehicles. Donors and prospects are engaged through personal contact as well as a series of strategic communications and events. The department develops and implements annual and long-range plans to cultivate, solicit, and steward donors and prospects, using data analytics and innovative strategies to drive growth.

## **Position Summary**

Reporting to the Senior Associate Director, Gift & Estate Planning, the incumbent is responsible for coordinating projects and contributing ideas in all areas of the Gift & Estate Planning program, including estate administration, donor prospecting, donor stewardship, complex gifts and the professional advisor program. This individual is expected to provide a high level of customer service and exercise tact and diplomacy in working with donors, professional partners and volunteers. Through day-to-day work as part of the Gift & Estate Planning team, the Coordinator will gain deeper knowledge of all areas of the program and take the lead on specific projects and donor relationships over time.

## **Roles and Responsibilities**

### *Responsibility Area: Donors and Prospects*

- Respond to donor inquiries by mail, phone and email
- Contribute to the development and implementation of stewardship plans for legacy donors (correspondence, newsletters, invitations to events)
- Process estate and legacy donor gifts by working with Gift Processing team to ensure gifts are recorded, tracked and receipted accurately
- Maintain documentation specifically related to processing gifts of securities
- Assist with prospecting initiatives and ensure the results are captured accurately, analyzed and acted upon by the appropriate department
- Collaborate with Donor Relations and Marketing teams as appropriate on Gift & Estate Planning projects and events
- Assist in identifying donor stories for educational and promotional material

### *Responsibility Area: Data Management and Reporting*

- Create and maintain records for estate administration, both electronic and hard copy, and draft correspondence and documents for those files as requested
- Ensure accuracy and completeness of donor data in Raiser's Edge database, including all correspondence, contact information and planned next steps
- Conduct database research and analysis and assist with the preparation of reports for leadership and Board of Directors
- Prepare expense reports for the Gift & Estate Planning team

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

## **Education & Experience**

- University degree or diploma or an equivalent combination of education and experience
- 2-3 years' experience in the not-for-profit or financial sector
- Demonstrated judgment and discretion in dealing with confidential and sensitive matters
- Excellent written and verbal communication skills and proven ability to interact tactfully with diverse stakeholders
- Demonstrated analytical skills and strong attention to detail
- Proven ability to prioritize and manage a variable workflow with multiple simultaneous projects
- Respected as a positive team player with a collaborative work style, high level of initiative and strong work ethic
- Computer skills – proficient in Word, Excel, Outlook and database programs, Raiser's Edge knowledge an asset
- Ability and willingness to work outside normal work hours when required

## **TO APPLY**

If you possess the qualifications and experience indicated, please email your resume and cover letter in a single pdf file, with your name and "GEP Coordinator" in the subject line, by **May 6, 2019** to:

**Fiona Burness**  
**Human Resources Officer**  
VGH & UBC Hospital Foundation  
190-855 West 12th Avenue  
Vancouver, BC V5Z 1M9

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