

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.

Department Summary

The Fundraising 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 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

Reporting to the Associate Director, Fundraising Events, the Fundraising Events Assistant's primary responsibilities are to provide administrative support to the Events Team for the effective and efficient planning and execution of Foundation signature fundraising events, with a focus on the Night of a Thousand Stars Gala on November 10, 2018 and the Time to Shine Gala on February 9, 2019.

Primary responsibilities of the role include coordinating and managing guest invitations, preparing and distributing communications and meeting materials, coordinating mail outs and email communications, organizing event volunteers and event supplies, proactively maintaining accurate information in databases, and tracking and reconciling information, and overseeing guest registration at the events themselves.

Event planning takes place in a fast-paced, team environment where multiple deadlines can arise simultaneously and coordination and collaboration between multiple parties is required. The successful candidate must be able to take direction when given, but to also independently source and recommend solutions with minimal supervision, and be comfortable liaising with external suppliers, donors and volunteers. A flexible, "can do" attitude is a key contributor to success.

Roles and Responsibilities

Key Responsibility Area: Guest Invitations and Event Logistics

Assists with:

- Managing and tracking invitation process (follow up with fundraisers/physicians and donors, data entry in Raiser's Edge and Auction Tracker)
- Creating and distributing email communications to guests
- Tracking RSVPs and communicating updates to table hosts as necessary
- Preparing invitation letters, place cards, guest list, seating charts, bid cards
- Tracking dietary restrictions
- Assisting with other pre-event tasks as necessary (e.g. organizing supplies and volunteer materials)
- Coordinating registration set-up on site
- Administration of post-event recognition and accountability
- Coordinating and supporting pre and post event donation processing
- Writing and scheduling e-communications to guests
- Organizing event supplies
- Providing event day support
- Assisting with recruiting and coordinating volunteers as appropriate
- Supporting post-event clean up/wrap up

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

Working Relationships

Internal

- Foundation management team
- Annual Programs, Major Gifts, Marketing, Donor Relations, Gift Processing, Finance

External

- Prospects and Donors
- Hospital leadership, physicians and healthcare professionals
- Community partners, sponsors
- Foundation Board Members and volunteers

Education and Experience

- High-school graduation plus experience with fundraising, events, marketing or communications
- Completion of 1 or more co-op terms (or equivalent work experience)

Skills

- Demonstrated attention to detail and analytical 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 written and verbal communication skills
 - 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
 - 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, WordPress and Mailchimp an asset
 - Experience with HTML coding with email campaigns an asset
 - Experience with PerfectTablePlan an asset
- Ability and willingness to work outside normal office hours as required

This is a full time permanent position with competitive salary and benefits. Start date: as soon as possible.

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], Fundraising Events Assistant" in the subject line, to hr@vghfoundation.ca by 8 am on Monday 10th June.