

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.

Position Summary

Reporting to the Donations Management Officer, the Donations Processing Assistant is one of six assistants working to ensure accurate donor information and timely donations processing. This team interacts and communicates with internal Foundation staff (e.g. Major Gifts) and external constituents (e.g. donors and hospital staff).

The Donations Processing team plays a vital role in ensuring donations to the Foundation are processed accurately, effectively and in a timely manner following established gift processing policies and procedures. The team processes all donations received by the Foundation and maintains a database of historical information.

Responsibilities

The Donations Processing Assistant processes a variety of donation transactions, maintains accuracy of records in the fundraising database (Raiser's Edge). Responsibilities include: processing daily gifts, bank deposits, occasional reception relief and providing support to the Donations Processing Team.

Qualifications and Experience

- Must have good analytical skills with strong attention to detail
- General knowledge of accounting principles and procedures
- General knowledge and understanding of privacy regulations
- Ability to process a high volume of transactions with accuracy
- Excellent written and oral communication skills
- Experience working in a similar clerical role in a mid to large organization
- Good knowledge of Microsoft Office suite of products
- Demonstrable ability to multi-task and meet deadlines, and comfortable with rapid task-switching
- Ability to identify and resolve issues independently and to know when to involve the Donations Management Officer
- Ability to work effectively with a diverse group of employees
- Raiser's Edge experience is an asset
- Experience working in a healthcare not-for-profit organization is an asset

This is a full-time 6-month contract with competitive salary. 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 and "Donations Processing Assistant" in the subject line, by 8:00 am on **July 22, 2019** to hr@vghfoundation.ca