

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 Manager, Major Gifts Administration, the Administrative Assistant is one of four assistants performing a wide range of administrative activities in support of the Major Gifts department.

The Administrative Assistant will be responsible primarily for providing excellent administrative support to two fundraisers including:

- supporting them with relationships with donors, data management and reporting, and donor cultivation and recognition;
- managing calendars, schedules, and contacts;
- arranging meetings with participants from outside the Foundation including medical partners, health care and research leadership, corporate/community leadership and major donors;
- preparing or assisting with a wide range of materials, including presentations, Board reports, and correspondence.

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. There are occasional duties of a similar nature that support the broader functioning of the Foundation.

Qualifications and Experience

- Demonstrable administrative, organizational skills
- Proven ability to manage multiple assignments simultaneously; comfortable with rapid task-switching
- Excellent communication skills – both verbally and in writing
- Strong data analysis skills, attention to detail and accuracy are a must
- Demonstrable judgement and discretion in dealing with confidential and sensitive matters
- Demonstrable ability to analyze and resolve problems quickly and efficiently.
- Ability to work under pressure and calmly maintain priorities when deadlines frequently change.
- Computer skills - proficient in Word, Excel, PowerPoint, Outlook, and highly developed internet search skills, familiarity with contact management or fundraising software
- Ability to work well in a team environment as well as independently
- University degree or equivalent diploma, or combination of education and experience related to sales or fundraising
- Minimum two years' experience with a not-for-profit in an administrative position
- Experience using Raiser's Edge would be an asset
- Experience in fundraising, event planning and/or assistance, estate administration, would be an asset
- Financial/gift planning knowledge would be an asset

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 and "Administrative Assistant, Major Gifts" in the subject line to hr@vghfoundation.ca