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### Who are we?

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).

The Donor Relations department plays a critical role in major gifts fundraising and is responsible for the development, management, timely implementation and assessment of a comprehensive Donor Relations and Stewardship program. The department is involved in the planning and effective management and execution of all donor relations activities. This includes: public and private recognition and cultivation events, tailored and broad donor reporting, recognition guidelines and inventories, donor signage, giving and stewardship benefits, individual stewardship plans and maintenance and execution of donor intent.

### What's the opportunity?

A member of the management team and reporting to the Senior Vice-President, Philanthropy, the Associate Director leads the Donor Relations team and manages the day-to-day operations and tactical implementation of the Donor Relations annual work plan, including staff management and development.

On a day-to-day basis, the Associate Director will be responsible and accountable for independently leading and coordinating the effective management and implementation of all donor relations activities related to events, recognition and impact reporting. Other responsibilities include providing recommendations and guidance to the Senior Leadership Team and taking a leadership role in recommending better, more effective ways to implement cultivation, stewardship and recognition activities.

The Associate Director, DR collaborates with the Senior Vice President, Philanthropy on the strategy, planning, and execution of Donor Relations activities to support priority initiatives, campaigns and fundraising strategies. The AD provides expert insight, guidance and advice on targeted strategies to recognize donors to inspire long-term support of the Foundation.

The Associate Director oversees the planning, execution and evaluation of approximately 30-35 donor cultivation and recognition events per year and ensures donors are recognized for their giving and provided with creative, impactful, meaningful stewardship. They develop, recommend, implement and evaluate relevant policies and procedures across the organizations that are essentials for a comprehensive donor relations program.

Relationship management is an important aspect of this role. The successful candidate must be able to understand, develop and sustain dynamic relationships with donors on various projects

or initiatives, and liaise with the Provincial Government and Vancouver Coastal Health to ensure due process in coordinating naming and recognition approvals.

Project management and collaboration with Facilities & Real Estate at Vancouver Coastal Health is essential to ensure donor signage is completed within compliance, to schedule and on budget. The AD develops and maintains good working relationships with Vancouver Coastal Health's clinical and administrative staff to ensure strong, positive relationships between the hospital and Foundation.

The Associate Director assumes the full range of management accountabilities in relation to the Donor Relations team. They provide strong and effective leadership and ensure that team members are developed and supported in their roles. They motivate, guide and support team members to understand long-term direction and contribute fully to the realization of the Foundation's goals and objectives.

### What do you bring?

- Post-secondary degree in relevant discipline and 3-5 years combination of skills and experience in a similar role.
- Understanding of the healthcare fundraising environment and expert knowledge of the concepts, theory and principles of donor relations and stewardship of donors.
- Experience leading, planning and evaluating a variety of events and/or conferences, preferably in a not-for-profit environment.
- Experience working with donors, volunteers and stakeholders in a wide range of capacities and deep understanding of donor relations and fundraising cycles.
- Ability to deal with a variety of complex issues that require in-depth understanding of donor stewardship within the context of a matrix organization.
- Ability to remain focused under pressure, particularly when faced with multiple demands.
- Experience in supervising and leading staff.
- Strong project and time management skills to manage a variable and ever-changing workflow involving multiple simultaneous projects and priorities.
- Well-developed writing skills adaptable to different audiences, with a demonstrated ability to succinctly communicate useful and relevant information to internal and external constituents.
- Experience with Raiser's Edge, Salesforce or similar databases.

### What do we offer?

This is a full-time 15-month contract to cover a maternity leave, with the possibility of extension. The successful person can expect a competitive base starting salary between \$88,305 and \$100,920, depending on experience. Additional variable pay, flexible working arrangements, investment in professional development and subsidized access to fitness, cycling and parking facilities all contribute to a top-notch total rewards package.

### 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], Associate Director, Donor Relations" in the file name and email subject line, to [hr@vghfoundation.ca](mailto:hr@vghfoundation.ca) by 9:00 am on August 24th.