

### 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).

### What is the opportunity?

The Associate Director, Gift & Estate Planning is an exciting new role in our organization. The Associate Director's primary responsibility is leading the Gift and Estate Planning team, assuming the full range of management accountabilities in relation to the Gift & Estate Planning Manager and Gift & Estate Planning Coordinator. 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.

Under the leadership of the head of the Gift & Estate Planning department, the ideal candidate also develops strategies and tactics for the cultivation and solicitation of top-ranked legacy giving prospects and donors and oversees the execution of these strategies by the GEP team. They develop and implement the legacy giving program which may include bequests, tax and estate planning, present gifts; insurance, trusts and residual interests,

The Associate Director works with the Community Giving & Engagement and Major Gifts teams to ensure coordination and integration of relevant legacy giving activities, and works closely with the Donor Relations team to develop and implement individual stewardship plans, ensuring that donors of legacy gifts are provided with appropriate recognition and stewardship.

### Who are you?

You are a leader who values creating a collaborative and supportive environment within the team, a leader who motivates, guides and supports all team members to contribute fully to the realization of the Foundation's goals and objectives. You work to ensure your team members are developed and supported in their work, serving as a mentor, leader and role model, taking responsibility for cultivating a culture of excellence, collaboration, accountability and efficiency.

You are an enthusiastic, energetic, goal-oriented individual with a demonstrated ability to function effectively in a complex and highly dynamic environment. You set high standards for yourself and others, pursue aggressive organizational outcomes and hold those around you accountable to the same standards you set for yourself.

You are a skilled fundraiser with proven experience in the art and the science of planned gift fundraising, and possess a clear understanding of the various planned giving vehicles available, and how to determine the best fit for prospects and donors based on their tax and philanthropic motivations.

You are an enthusiastic, passionate individual and are dedicated to building upon a strong existing planned giving program to secure a solid growth trajectory for the future.

You have highly developed interpersonal and relationship skills and proven ability to exercise a high degree of good judgment, diplomacy and discretion. You possess superior communication skills, including ability to write clear and compelling letters and proposals and make concise and engaging presentations.

### **What do we offer?**

This is a full-time permanent contract. The successful person can expect a competitive base starting salary between \$88,305 and \$100,920, depending on experience. Additional variable pay, benefits, 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. 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 "GEP Associate Director" in the subject line and file name, **by 9:00 am on September 28th** to [hr@vghfoundation.ca](mailto:hr@vghfoundation.ca)