

### 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 Foundation generates over \$40 million annually in revenues. The Major Gifts & Gifts and Estate Planning department is responsible for raising gifts of \$25,000 or greater and for general annual revenues of over \$25 million. The Major Gifts and Gift and Estate Planning team is also responsible for the successful implementation of key strategic initiatives in the Foundation's Strategic Plan in order to meet organizational objectives.

### What's the opportunity?

Reporting to the Director, Philanthropy & Campaigns, the Administration Manager is accountable for leading and managing the team of Major Gifts Administrative Assistants and ensuring timely and effective administrative support to fundraisers. The incumbent assumes full managerial accountabilities for the team, including recruitment and onboarding, performance management and training and development.

The Manager is responsible for developing and managing a fundraising administrative support framework where consistent standards and procedures are followed by the Major Gifts team. The Manager ensures that the systems and processes put in place are implemented in a consistent manner across the department by developing training materials, leading training sessions and providing ongoing coaching and support to the Administrative Assistants and other Foundation members that are impacted.

The incumbent is also responsible for managing the operations side of fundraising campaign administration. This includes providing overall coordination for the campaign and fundraising operations, establishing, leveraging and coordinating workflows to support the themes, preparing reports and necessary meeting materials, ensuring consistent communication with the fundraisers and other foundation staff regarding campaign and theme updates.

### What do you bring?

- Ability to lead and manage a team, including effective planning and delegation
- Strong decision-making and problem-solving skills
- Ability to document work processes and train others on work processes and procedures
- Project management and facilitation skills
- Ability to prioritize effectively and meet deadlines in a fast-paced environment with multiple, competing deadlines, and time and resource constraints
- Analytical and organizational skills
- Meticulous attention to detail

- Ability to work well in a team environment and independently
- Self-motivated, hands-on professional with strong “get-the-job-done” work ethic
- Solution-focused, collaborative, able to maintain a positive attitude including ‘benefit of the doubt’ thinking

### What do we offer?

The successful candidate can expect a competitive starting salary between \$59,597 and \$68,091, depending on experience. Additional variable pay, benefits, pension, 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], Administration Manager, Philanthropy” in the file name and email subject line, to [hr@vghfoundation.ca](mailto:hr@vghfoundation.ca) by 9 am on Monday, October 26, 2020.