

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.

What's the opportunity?

Reporting to the VP, Organizational Performance and Partnerships, and supporting both the Proposals & Projects (P&P) and Fundraising Analysis & Research (FA&R) departments, this position plays an essential role in supporting and enhancing the team members' roles and responsibilities by coordinating and streamlining the administrative functions for these areas.

On a day-to-day basis, the incumbent will be responsible for prioritizing and strategically executing administrative tasks that include but are not limited to: managing VP's calendar, scheduling of meetings, HR-related administrative functions for teams, and assisting in the flow of information between departments.

The Administrative Assistant's goal is to alleviate the amount of time the VP and the teams spend on administration allowing them to focus more time on their priorities. This position will bring consistency and efficiency to the departments through proactive cross-departmental information flow and by either implementing or maintaining similar systems within both areas, thereby maximizing efficiencies and reducing redundancies/duplication.

Other accountabilities include:

- Editing and coordinating proposals and accountability reports in collaboration with Major Gift assistant(s) and Donor Relations respectively
- Facilitating fund administration vis-à-vis our external stakeholders to support Finance & Accounting
- Providing support and guidance on fund activities (non-finance related)
- Updating and maintaining inventories and other work product documents and reports (e.g. inventory of fundraising opportunities)
- Accurately entering research-related or other information into CRM database as required

What do you bring?

- 2 to 3 years' experience in an administrative position preferably with a not-for-profit.
- Demonstrated judgment and discretion in dealing with confidential and sensitive matters
- Demonstrated administrative and organizational skills
- Demonstrated high levels of initiative
- Computer skills – proficient in Word, Excel, PowerPoint, Outlook, and highly developed internet search skills.
- Familiarity with contact management or fundraising software: Raiser's Edge/Salesforce knowledge an asset
- Outstanding attention to detail and strong communication skills (written and verbal)
- Excellent analytical, financial, and problem-solving abilities

- Proven ability to manage multiple assignments simultaneously

What do we offer?

The successful person can expect a competitive yearly base salary between \$42,368 and \$54,473, 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 “Administrative Assistant, Organizational Performance & Partnerships” in the subject line and file name, **by 9:00 am on November 2, 2020** to **hr@vghfoundation.ca**