

## 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 Proposals and Projects (P&P) department plays a critical role in major gifts fundraising by helping the Foundation explore, understand, confirm and actualize the long- and short-term fundraising needs, priorities and opportunities of VGH, UBC Hospital, GF Strong Rehabilitation Centre, Vancouver Coastal Health Research Institute (VCHRI) and Vancouver Community Health Services, and matching them to donor interests.

The department works in close collaboration with health care partners to understand strategic initiatives, develops compelling written collateral, and monitors the status of donor-funded initiatives to ensure accurate, effective execution, and excellent donor stewardship.

## What's the opportunity?

The Fund Officer plays a key role in the project management activities of the team. Reporting to the Associate Director, the Fund Officer's key responsibility is to support fund and campaign management activities. This includes proactively analyzing errors, finding solutions, ensuring accuracy, identifying and creating improvements and efficiencies, mitigating risks and providing guidance and advice to internal and external stakeholders regarding funds.

The incumbent is also responsible for creating and improving processes related to funds (non Finance & Accounting tasks), maintaining relationships with fund holders, providing guidance to Foundation staff and external stakeholders, and troubleshooting fund issues in donor-funded projects. S/he is responsible for diagnosing problems and identifying risks related to such fund activities and implementing solutions, involving appropriate internal stakeholders as required.

This role is accountable for fund analysis and integrity and managing different fund-related projects, including the matching fund and dormant fund programs. This impacts other functional areas and is an iterative process requiring a strategic lens to determine if change is required. Identifying problems and going upstream to address them are key.

Other responsibilities include:

- Developing and monitoring financial reports to support product development and project management, including preparation of complex cash flows.
- Analyzing and identifying issues/challenges in the inputs of other departments, getting to the root cause and using appropriate judgement to develop solutions.
- Managing the reactivation of funds to align with donor intent. This requires independent thinking to create or amend standards and procedures.

- Responsible for fund analysis and integrity and maintaining a fund inventory. This impacts other functional areas and is an iterative process requiring a strategic lens to determine if change is required. Identifying problems and going upstream to address them are key.
- Determining best practice related to fund management and VCH stakeholder experience and take responsibility for overseeing training and compliance with standards.

### What do you bring?

- 3-5 years' experience in a similar position, preferably with a charity or non-profit
- Outstanding research skills, business writing/editing, and sound financial acumen
- Experience of campaign fund management and knowledge of fundraising campaign principles are an asset
- Solid diplomacy and interpersonal skills
- University graduation in a relevant discipline or an equivalent combination of education and experience.
- In-depth experience and understanding of donor database management systems (Raiser's Edge and/or Salesforce preferred); Tableau
- Familiarity with project management methodology
- Familiarity and skill with the advanced features of Microsoft Excel

### What do we offer?

This is a full-time temporary role, covering for a maternity leave. The successful person can expect a competitive base starting salary between \$59,579 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], Fund Officer" in the file name and email subject line, to [hr@vghfoundation.ca](mailto:hr@vghfoundation.ca) by 9 am on January 18, 2021.