

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?

The Philanthropy Officer is part of a dynamic major gift fundraising team focused on securing major gifts (\$25,000+) and helping donors fulfill their philanthropic ambitions. The key function of this position is developing and implementing strategies to grow revenue across the portfolio of fundraising initiatives with a focus on donors capable of making gifts \$25,000-\$99,999.

Reporting to one of our Associate Directors, Major Gifts, the Philanthropy Officer is responsible for managing a portfolio of 100-125 major gifts prospects, and contributing to the development and implementation of plans for prospect identification, cultivation, solicitation and recognition, and moving fundraising accounts through the donor cycle. This role monitors and evaluates prospects giving capacity and readiness to give a major contribution to the Foundation.

As a member of the Major gift team, the Officer plays a critical role in the operations of the unit, supporting Foundation's value proposition with our donors, and strengthening the Foundation's major gift pipeline.

This includes:

- Develops and executes donor cultivation and stewardship strategies and tactics to achieve individual and departmental revenue targets and to ensure a strong, positive relationship between each donor and the Foundation
- Responsible for the research, identification, cultivation and tracking of major gift prospects using a moves management approach
- Develops high-touch, customized relationships within a portfolio of donors, building trust and confidence, with a goal of identifying and qualifying donors for personal solicitation
- Solicits major gifts in one-on-one meetings or phone calls with donors
- Prepares and delivers regular status reports on projections, proposals pending, and their cultivation process
- Provides input to the accountability reports and marketing materials such as newsletters, e-mails, website content, etc. as required
- Provides input to the Associate Director in establishing financial goals for major gift prospects/donors and prioritizing key donors
- Understands the needs and interests of leadership and major gift donors, develops strategic relationships and determines optimal course of action for resolution
- Establishes collaborative working relationships throughout the organization in order to successfully close the gift.

What do you bring?

- Experience in the fundraising field as a major gift fundraiser, successfully securing donations of \$25,000 and more.
- Broad knowledge of current fundraising industry information, tax issues, and planned giving vehicles to ensure maximum opportunities presented for gift commitments.
- Sound knowledge of major gift fundraising and donor life cycle strategies
- High level mastery of the principles behind developing and executing tailored cultivation, solicitation and stewardship plans
- CFRE designation or AHP Major Giving Certificate would be considered an asset
- Familiarity with the philanthropic community in British Columbia.
- Experience in a capital or comprehensive campaign environment is an asset
- In-depth understanding of a donor management system (Salesforce preferred)
- Familiarity with CRA regulations related to giving and knowledge of federal and provincial privacy legislation.
- A flexible, proactive self-starter who is comfortable operating in a complex environment
- Superior communication skills; able to write clear and compelling letters and proposals and make concise and engaging presentations.
- Excellent analytical and organizational skills.
- Ability to communicate in Mandarin and Cantonese is an asset

What do we offer?

This is a full-time permanent role. The successful candidate can expect a competitive base starting salary between \$ 59,579 and \$ 68,090, 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], Philanthropy Officer” in the file name and email subject line, to hr@vghfoundation.ca by 9 am on July 30, 2021.

We welcome applications from Indigenous people, people with disabilities, BIPOC and racialized individuals, people of minority sexual orientation or gender identity, and others who may contribute to the Foundation's organizational diversity and who share the Foundation's values.