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## 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, Campaigns, the Administration Manager, Philanthropy is accountable for:

- ensuring timely and effective administrative support to fundraisers, by leading and managing the Major Gifts administrative assistants;
- developing and managing fundraising campaign administration, ensuring standards are established and maintained across the Foundation; and
- developing, implementing and maintaining an administrative support framework for fundraisers, where consistent standards and procedures are followed consistently by all in Major Gifts.
- developing training materials, leads training sessions and provides ongoing coaching and support to administrative assistants and other Foundation staff employees impacted.

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
- Holds extensive subject matter expertise in administrative systems, policies and procedures
- 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
- Comfort and familiarity with advanced features of Microsoft Office
- In-depth knowledge of a donor database management system (Salesforce and/or Raiser’s Edge preferred)

### What do we offer?

The successful candidate can expect a competitive starting salary between \$74,308 and \$84,441, 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], Administrative Manager, Philanthropy” in the file name and email subject line, to [hr@vghfoundation.ca](mailto:hr@vghfoundation.ca)** by 9 am on Monday, May 16, 2022.

We welcome applications from anyone who is eligible to work in BC and fully vaccinated against COVID-19. We encourage applications from 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.