

### 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 Associate Director, Philanthropy will join a professional, collegial, and dedicated team and be the lead relationship manager for many of the Foundation's key donors related to their priority area, as well as initiatives across the Foundation. They will work closely with the President & CEO, Board members, physicians, and leading philanthropists.

This is a rare opportunity in the healthcare philanthropy sector for a fundraising professional to:

- Advance fundraising for a global leader in health care delivery
- Take ownership of one of the Foundation's priority areas and resulting campaigns (see page 3)
- Lead strategies for engaging Board members, the President & CEO, and physician leaders in major gifts activity
- Partner with dedicated, collegial, and supportive colleagues, both within major gifts and across the Foundation
- Grow their leadership and collaboration skills

### What's the opportunity?

Reporting to the Director, Philanthropy, the Associate Director works with the Philanthropy team to develop, implement, and enhance strategies to grow revenue across the portfolio of fundraising initiatives, setting annual benchmarks for growth and goal achievement.

The Associate Director, Philanthropy is responsible for developing and managing a portfolio of approximately 100 – 150 active major gift prospects capable of giving \$25,000 or greater, and for contributing to annual revenues of over \$50 million. Typically, by the time an AD is fully up and running, they will be tasked to achieve individual and departmental revenue targets and raise upwards of \$3 million per year, including many 6- and 7- figure gifts. They help to establish annual and multi-year performance targets, including the number of donors by category, dollars raised, number of donor meetings, etc.

The Foundation boasts a cross-functional work team model, and the Associate Director will be expected to play a leadership role within our fundraising theme model. They motivate, guide, and support team members to understand long-term direction and contribute fully to the realization of the Foundation's goals and objectives.

The Associate Director will be the primary contact for assigned clinical areas, and as such will maintain close working relationships with key physicians and surgeons. They will be the lead relationship

manager for several of the Foundation's Board members and will participate in donor visits with the President & CEO.

The Associate Director's professional supports will include a shared administrator. They will partner closely with colleagues across the Foundation, including but not limited to peers in projects and proposals, estate planning, donor relations, and research, to name only a few.

An enthusiastic and knowledgeable fundraising professional, the incumbent is experienced in raising major gifts from individuals, corporations, and foundations, and will ideally have leadership experience in capital or comprehensive campaign environment.

The Associate Director's highest priority activities are to:

- Work with the Director, Philanthropy and the Philanthropy team to develop, implement, and enhance strategies to grow revenue across the portfolio of fundraising initiatives, setting annual benchmarks for growth and goal achievement.
- Develop and implement strategies to grow the major gifts portfolio of individual, corporate, and foundation donors to increase the number of donors and the size of gifts. This encompasses directing the research, identification, cultivation, and tracking of major gifts and planned giving prospects.
- Solicit major gifts in one-on-one meetings (in person, virtual, or phone calls) with donors.
- Develop and execute detailed development plans for each prospect.

Other areas of responsibility will include:

#### Donor Relationship Management

- Develop and maintain meaningful relationships with major and planned gift donors, prospects, volunteers, and supporters.
- Maintain an active list of contacts for cultivation and solicitation.
- Regularly communicate with donors and prospects through meetings, phone calls, letters, and emails for cultivation, solicitation, and stewardship.
- Work with the Director to establish financial goals for major gift prospects/donors and to prioritize key donors.

#### Development Systems & Administration

- Help establish annual and multi-year performance targets, including number of donors by category, dollars raised, number of donor meetings, etc.
- Prepare & deliver regular status reports on projections, proposals pending, and cultivation process.
- Ensure that all relevant information regarding meetings, visits, and donor activities and related data is recorded in the Foundation's information systems in a timely fashion to facilitate open communication and a team based fundraising environment.
- Provide input to the production of marketing materials including newsletters, e-mails, accountability reports, website content, etc. as required.

## Leadership

- Remain current on fundraising policies and development trends; maintain up-to-date knowledge of current fundraising industry information and tax issues to ensure maximum opportunities presented for gift commitments.
- Participate in professional organizations and keeps abreast of current and state of the art trends in fundraising and related operations and assists in the implementation of emerging opportunities.

## What do you bring?

The leaders, colleagues, and team members of the Foundation believe that the new AD should be:

Donor-driven. An authentic and engaging relationship builder. Proactive and defaults to action in managing prospects and encouraging dialogue. Experienced with sophisticated donors, and a strong customer service focus. Loves major gifts fundraising and models best practices.

Ambitious and enthusiastic. A motivated self-starter. Strong desire to elevate the program and achieve results. Assertive, resilient, and adaptable. Goal-driven. Works independently to meet goals.

Collaborative. Thrives in a professional and high-functioning environment. Able to work harmoniously within a team. A willing partner to like-minded teammates. Appreciates and leverages the expertise of others in a trusting manner.

Nimble. Flexible and adaptable in both thinking and action. Curious and open to learning new things, while sharing their knowledge with others.

Culturally Aligned. Committed to the Foundation's mission and vision. Embraces learning and growth in themselves and others. Selfless and humble. Promotes diversity and inclusion, with strong cultural sensitivity.

## Ideal Position Skills and Competencies

- Significant experience as a fundraiser in the not-for-profit sector, securing donations of \$25,000 and more.
- Experience in a campaign and/or health context would be helpful.
- Ability to understand the needs and interests of leadership and major gift donors to develop relationships between them and the Foundation.
- Highly developed interpersonal and relationship skills; proven ability to exercise a high degree of good judgment, diplomacy, and discretion.
- Superior communication skills, including ability to write clear and compelling letters and proposals, as well as make concise and engaging presentations.
- Excellent analytical and organizational skills.
- Demonstrated project management and facilitation skills; proven ability to meet deadlines in a fast-paced environment, while considering time and resource constraints.
- Familiarity with the philanthropic community in British Columbia.
- Familiarity with the advanced features of Microsoft Office suite and in-depth knowledge of (a) donor database management system(s) (Salesforce preferred).
- Familiarity with CRA regulations related to giving and knowledge of federal and provincial privacy legislation.
- A degree in a relevant field or equivalent education and experience.

- The AD will need to be based in the Lower Mainland of BC, and have access to travel for donor meetings.
- The ability to speak Mandarin, and, or Cantonese, or read and write Chinese, would be an asset.

## What do we offer?

This is a full time permanent role. The successful AD can expect a competitive salary between \$91,030 and \$103,443, 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], AD, Philanthropy” in the file name and email subject line, to [hr@vghfoundation.ca](mailto:hr@vghfoundation.ca) by midnight on 13th July 2022.**

We welcome applications from Indigenous persons, persons with disabilities, BIPOC and racialized individuals, persons 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.

As part of VGH & UBC Hospital Foundation's commitment to the health and safety of our community, including our healthcare partners and donors, the Foundation requires all employees of the Foundation to be fully vaccinated against COVID-19.