

## 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's Community Giving and Engagement (CG&E) division exists to identify, inspire, cultivate, solicit and steward donors to develop the habit of giving annually and monthly in support of health care, which comprises mostly of gifts up to \$25,000. The Division includes the following areas: Annual Giving, Fundraising Events, Marketing & Brand Engagement, Asian Strategy and Lotteries. Through its marketing and brand engagement, and stewardship activities, CG&E also identifies interests and capacity of potential major gift, planned giving and estate giving donors.

## What's the opportunity?

Reporting to the Senior Vice President (SVP), CG&E, the Executive Assistant provides confidential administrative support to the SVP, CG&E and the Director, Community Giving to assist all aspects of the CG&E division to achieve organizational goals (budget, strategic planning, fundraising, policies).

### Key Responsibilities:

- Providing day-to-day executive assistance to the SVP, CG&E, including but not limited to project managing the SVP's workload and priorities, scheduling meetings, drafting correspondence, preparing routine reports, administering meetings, and assisting with the communication flow between CG&E teams and beyond
- Acting as an embedded data analyst to provide support to build and pull reports from our CRM-related systems (Salesforce, Apsona, Pardot, Classy)
- Supporting the Director, Community Giving with a range of administrative tasks including calendar management, meeting administration and team communications
- Contributing to departmental work planning by offering input and providing administrative support
- Maintaining the calendar for scheduling key meetings and events to meet organizational deadlines and priorities. Ensures all events and meetings flow logically and takes into consideration other Foundation activities
- As needed, maintains Salesforce database contacts records ensuring data is up-to-date and accurate at all times

## What do you bring?

- Knowledge, skills and abilities typically seen after 3-5 years of progressive experience in an administrative or executive support role
- Demonstrated ability to work well under pressure in a highly diverse environment with time and resource constraints
- Skill in rapid task-switching and ability to maintain priorities with constantly changing timelines

- Excellent planning, organizational and time management skills and demonstrated attention to detail
- Ability to exercise integrity and discretion in interacting with senior level management, professionals, donors, volunteers and a diverse community of stakeholders
- A solutions-focused approach and demonstrated creative and flexible problem solving skills
- Ability to work independently and collaboratively
- Proficiency in the use of Microsoft Office products
- Basic understanding of data management and ability to build and run data reports (Salesforce experience is an asset)
- Basic knowledge of fundraising and donor life cycle strategies is an asset
- Experience in the not-for-profit and/or health environment is an asset

### What do we offer?

This is a full time, permanent position. The successful person can expect a competitive starting salary between \$50,572 and \$57,468, depending on skill and 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.

### 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 "Executive Assistant" in the subject line and file name, **by midnight on December 4<sup>th</sup>, 2022** to [hr@vghfoundation.ca](mailto:hr@vghfoundation.ca)

We welcome applications from anyone already eligible to work in BC. 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.

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.