

### Who We Are

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.

### About This Role

The Strategic Partnerships & Campaign Communications team leads and executes the Foundation's strategic communications in support of campaigns and major gift strategies. Our team is specifically responsible for developing fundraising products that align with our strategic plan, sourcing and approving relevant details, and ensuring accurate and timely management of these initiatives once funded. Through our efforts, we strive to maximize the impact of donor-funded healthcare fundraising and create positive outcomes for our community.

The Manager, Strategic Partnerships translates complex scientific and medical language into an inspiring and easy-to-understand vision with well thought-out plans and clear results. Drawing on versatile writing skills, the Manager will work with the Major Gifts team and relevant health care teams to write compelling proposals and other customized written collateral. The incumbent is also responsible for actively monitoring donor-funded initiatives to ensure they remain aligned with donor intent. Other responsibilities include preparing and monitoring key related financial elements.

### Key Responsibilities

- Develops clear and compelling offers/proposals which may be based on “on the shelf” cases or customized for a donor’s area of interest.
- Monitors donor funded initiatives within the Hospital(s) to ensure projects are managed and completed on time and on budget.
- Researches and writes accountability reports as directed by Donor Engagement and Stewardship
- Creates and updates (as required/annually) current needs/fundraising opportunities for each department, division, program, or project, working with researchers and clinicians to ensure accuracy
- Ensures that each proposal matches appropriate Hospital needs with donor interests based on the donor information provided by the fundraiser(s).
- Verifies that the offer and accountability commitments can be delivered on prior to a proposal being submitted to a potential donor
- Obtains approval from VCH partners and other stakeholders on collateral and researches and proposes alternatives where approval is not initially granted.

### What You Offer

- Outstanding research, business writing and editing skills; demonstrated ability to succinctly communicate relevant information to diverse audiences; experience developing and writing fundraising cases for support and proposals preferred.
- Demonstrated project management and facilitation skills, with a sound knowledge of formal project management methodologies and practices. Proven ability to meet deadlines in a fast-paced environment with multiple, competing deadlines, and time and resource constraints.



## Manager, Strategic Partnerships

VGH & UBC Hospital Foundation

Full Time - Permanent

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- Highly developed interpersonal skills and proven ability to exercise a high degree of diplomacy and discretion; demonstrated experience building and sustaining effective working relationships with diverse stakeholders.
  - Excellent analytical, financial, and problem-solving abilities.
  - Familiarity with the advanced features of Microsoft Office suite of products and knowledge of a donor management system (Salesforce) preferred.
  - Knowledge of InDesign is an asset.

### What We Offer

The successful candidate can expect a starting salary between \$85,078.99 and \$96,680.67, depending on factors such as skills, experience, and internal equity. Once hired, salary is reviewed annually and successful employees have the opportunity for their salary to increase over time up to the maximum of the pay band, currently \$109,249.16.

### To Apply

Please send your resume to the Human Resources team at [careers@vghfoundation.ca](mailto:careers@vghfoundation.ca) by the 31<sup>st</sup> of March 2024.