

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. Further information about the Foundation is available at www.vghfoundation.ca.

Gift & Estate Planning helps shape the future of health care in British Columbia by facilitating legacy giving to VGH & UBC Hospital Foundation. Working with donors and prospects, the team secures support through bequests, securities, life insurance and other complex gift vehicles. Donors and prospects are engaged through personal contact as well as a series of strategic communications and events. The department develops and implements annual and long-range plans to cultivate, solicit, and steward donors and prospects, using data analytics and innovative strategies to drive growth.

About The Role

Reporting to the Associate Director, Gift & Estate Planning, the Gift & Estate Planning Assistant performs and supports a wide range of activities including responding to enquiries, arranging meetings, preparing routine reports, correspondence, meeting minutes and presentations and following up on action items from other members of the team. This individual is expected to provide a high level of customer service and exercise tact and diplomacy in working with donors, volunteers, professional advisors, and hospital medical and administrative leadership. The incumbent is also responsible for administratively supporting the process of incoming gifts, legacy confirmations & enquiries packages and database entries.

Key Responsibilities

- Provides day-to-day administrative support to the GEP team, including but not limited to, scheduling meetings, ordering and handling invoices, responding to phone, email and in-person inquiries, drafting correspondence, data entry, preparing routine reports and meeting materials, and organizing and coordinating meetings with hospital staff, volunteers, prospects and donors and/or GEP staff.
- Contributes to departmental work planning by offering input and providing administrative support.
- Provides administrative assistance and project support to help ensure all deliverables are met, including maintaining project documentation and an appropriate "bring-forward" system for actions and deliverables.
- Escalates unresolved issues or those that fall outside established protocol and policy, seeking direction and guidance from the AD, GEP and Director, GEP

What You Offer

- Strong administrative skills which are normally gained through previous administrative roles.
- Proven ability to manage multiple assignments simultaneously; comfortable with rapid task-switching.
- Excellent communication skills – both verbally and written
- Demonstrate judgement and discretion in dealing with confidential and sensitive matters.
- Ability to work under pressure and calmly maintain priorities when deadlines frequently change.
- Intermediate skills and knowledge in Microsoft Office programs – Word, Excel, PowerPoint, Outlook
- Basic skills for running and presenting data, processing and tracking expenses, and problem-solving abilities.
- University degree or equivalent diploma, or combination of education and experience related to sales or fundraising.
- Familiarity with a CRM database, Salesforce knowledge an asset.



Gift & Estate Planning Assistant
VGH & UBC Hospital Foundation
Full Time - Permanent

What We Offer

This is a full-time permanent position. The successful candidate can expect a starting salary between **\$48,549** and **\$55,170**, 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 **\$62,342**.

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

Please email your resume and cover letter in a single pdf file, with your name and "Gift & Estate Planning Assistant" in the subject line and file name, to our recruitment partner, Ellie Stojanovski of The Tandem Team, at ellie@thetandemrecruitment.com by 28th of April, 2024.

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