

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.

Community Giving & Engagement (CG&E) identify, inspire, cultivate, solicit, and steward a core of donors to develop the habit of giving annually and monthly in support of health care. The division does this through a range of awareness and engagement mechanisms such as marketing and brand awareness, community partnerships, fundraising events, direct mail, telemarketing, and online giving. The Foundation's lotteries and the Art program also sit with the CG&E division as they contribute to both brand awareness and revenue generation from a public audience. Revenue from CG&E is an important contributor to covering the Foundation's operating expenses generating approximately 20% of the annual total.

The Fundraising Events department develops and implements community events and partnerships that inspire community partners, donors, and guests to support VGH & UBC Hospital Foundation in order to grow revenue and broaden and enhance the donor base. The department is responsible for:

- the Foundation's community events program which includes large- and small-scale signature events led by the Foundation aimed at growing our community of annual donors, and independent community fundraising events led by supporters
- developing and executing the Foundation's corporate partnerships strategy to increase corporate support and giving in areas such as employee giving, cause-related marketing, sponsorship, independent community events and more
- generating gross revenue of \$3M+ and net revenue of \$2.5M+

About The Role

The Events Manager is responsible for the development and execution, from conceptualization to post-event stewardship, of the Foundation's events with community (annual) giving donors or prospects. **This is a 18-month contract position.**

Key Responsibilities

- Provides input on long-term events strategies, creative solutions, and tactics to successfully meet fundraising targets and grow net revenue of signature events and other activities.
- Collaborates across the Foundation on initiatives that support the goals of the Foundation's strategic plan with a specific focus on growing our community of annual donors.
- Manages and supports volunteer committees that contribute to the success of an event, including fundraising goals.
- Develops and oversees execution of the Foundation's community events from conceptualization to post-event stewardship with a specific focus on growing our community of annual leadership donors
- Responsible for the success of signature events, including meeting or exceeding net revenue goals by managing costs and leading on revenue generating activities such as ticket sales, donations, in-kind partnership solicitation for auction, raffle, and services
- Identifies and develops revenue-generating activities such as ticket sales, general donation and cash sponsorship solicitation.

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- Leads and oversees in-kind sponsorship solicitation and stewardship, auction and raffle logistics, event promotion and collateral, volunteer management and the post-event thank you process.
 - Assigns and oversees day-to-day tasks and deliverables of an Events Officer, an Events Assistant and, if in place, a Co-op Administrative Assistant to ensure the team delivers on time, to budget and to a high standard
 - Coaches and advises team members on fundraising strategy, project management, how to prioritize and action requests from internal and external stakeholders, and the value and practice of being donor-centric
 - Recruits, coordinates, and manages event volunteers as required

What You Offer

- Experience in planning, managing, and promoting events ideally in a fundraising environment
- A track record of success in cultivating, securing and growing revenue from sponsors and/or in-kind partners
- Strong organizational and time management skills; proven ability managing a variable workflow with multiple priorities
- Strong interpersonal skills and attention to detail
- Willingness and ability to establish and maintain professional relationships at all levels, particularly with leadership volunteers, committees, and vendors
- Excellent communication and presentation skills – verbal and written
- Creativity and proactive self-starter who is comfortable operating in a complex environment
- Ability to identify and resolve issues, sometimes requiring a high degree of diplomacy and discretion
- Demonstrated experience with donor management systems (Salesforce experience is an asset) including entering data and building reports
- Expert knowledge in the field of event planning, logistics, fundraising, and project and relationship management
- Experience with Auction Tracker, Givergy or online fundraising systems (eg. Classy) is an asset

What We Offer

This is a full-time permanent position. The successful candidate can expect a starting salary between **\$85,079** and **\$96,681**, 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**.

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 submit your application to our recruitment partner, Ellie Stojanovski of The Tandem Team, at ellie@thetandemteamrecruitment.com by 25th of June 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.