

### 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](http://www.vghfoundation.ca).

The Annual Giving team is responsible for Annual, Monthly, Tribute and Online Giving fundraising activities in support of VGH & UBC Hospital & GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Services. The Annual Giving program is an important source of reliable, undesignated income for the Foundation, raising in excess of \$3.3 million annually through personal solicitation, direct mail, email, telephone and online giving. In fostering loyal, recurring donations from donors generally under \$25,000 annually, the Annual Giving program also helps to develop and identify a pipeline of potential donors of Major Gifts and Gifts & Estate Planning.

### About The Role

The Philanthropy Coordinator is responsible for coordinating stewardship activities for the Partners in Care program (PIC), the Foundation's donor engagement program for individuals, corporations and foundations donating \$1,000 to \$24,999 annually. The Philanthropy Coordinator will be responsible for a small portfolio of donors giving between \$1,000 to \$4,999. They are also responsible for providing a range of administrative support and building a variety of reports and dashboards for the Annual Leadership Giving program.

### Key Responsibilities

- Delivers impeccable stewardship and engagement to Partners in Care (PIC) donors, with primary responsibilities for developing and coordinating stewardship communications.
- Serves as the Annual Leadership Giving Team's designated data analyst, building and maintaining dashboards and reports that enable data-driven decisions and ensuring data quality in relation to the ALG and PIC programs.
- Maintains and updates the CRM database, ensuring that all PIC donor records are current and pulls lists as needed in association with the PIC program.
- Responsible for a portfolio of Annual Leadership Giving (ALG) of up to 100 donors and prospects capable of giving \$1,000 to \$4,999 annually.
- Provides support to the Asian Strategy program in relation to ALG and PIC programs.
- Exhibits consistently high levels of critical thinking, exercising sound judgment while adhering to organizational processes and procedures.
- Takes a proactive approach in anticipating fundraisers needs and preferences, effectively manages multiple donor and fundraiser needs, prioritizing and coordinating accordingly.
- Assesses and understands potential risks, such as risk of losing donors, revenue, and Foundation reputation, associated with their actions.
- Collects and collates information and creates documents supporting business decisions.
- Creates reports, dashboards to identify gaps and opportunities of current process and creates processes, procedures, guidelines, and templates to enhance efficiencies.
- Works with Information Services and Analytics & Research teams to create reports that track the ALG results and PIC program status, enabling the ALG team to make data-driven decisions

### What You Offer

- Capable of managing a variable and volatile workflow, handling multiple projects simultaneously, and performing effectively under pressure in a deadline-driven environment.
- Ability to speak Mandarin and/or Cantonese and read Chinese would be an asset
- Ability to translate complex health care concepts into meaningful and inspiring stories.
- Knowledge of the principles, techniques, and methods of donor relations or similar activities that can be applied to tasks and activities within the ALG team.
- Familiarity with personal solicitation and direct response techniques effective in successfully managing a small portfolio of mid-level donors.
- Possesses excellent planning, organizational, and time management skills, with a keen attention to detail, committed to maintaining accuracy and initiative.
- Demonstrates superior written and verbal communication skills.
- Demonstrates excellent analytical and organizational skills.

### What We Offer

This is a full-time permanent position. The successful candidate can expect a starting salary between **\$56,256.48** and **\$63,927.82**, 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 **\$72,238.44**.

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](mailto:ellie@thetandemteamrecruitment.com) by 13<sup>th</sup> of September 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.