

### 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 Organizational Performance & Partnerships Department provides a range of service in support of optimizing our performance as an organization. The department plays a leadership role in liaising with Vancouver Coastal Health to understand, develop, promote, and monitor strategic fundraising priorities and initiatives that matter to our community.

Through use of best practices in data analytics, modelling, reporting and prospect research the department plays a critical role in analyzing the fundraising programs and overall success of the organization, informing critical leadership decision-making to build on revenue growth and deliver on targets. The department supports the Foundation to understand its market, context and donors and collaborates with other departments and leadership to support effective decision-making.

### About The Role

Reporting to the VP, Organizational Performance and Partnerships, and supporting both the Strategic Partnerships and Campaign Communications (SP&CC) and Fundraising Analysis & Research (FA&R) teams, this role coordinates and streamlines the work of the division, develops, and maintains effective organizational systems and provides overall administrative support to the division. This position plays an essential role in supporting and enhancing the team members' roles and responsibilities and contributing to the overall impact of the services for both our internal and external partners.

### Key Responsibilities

- Coordinates meetings logistics (scheduling and coordination), drives agenda creation, creates action tracker, and proactively follows up on all required activities.
- Acts as the system administrator for the team's electronic file structure establishing standards and ensuring compliance.
- Creates, updates, maintains inventories and other work product documents and reports (e.g. inventory of fundraising opportunities).
- Edits and coordinates proposals and accountability reports and supporting documentation in collaboration with the team and Donor Relations
- Provides support and guidance and proactively engages with VCH partners on fund activities and administration such as providing support for processing invoices, accessing fund statements, and answering questions related to how Foundation funds work vis a vie VCH operational and capital funding
- Takes the lead on small projects such as the creation and development of training materials in support of team's functions under the direction of Vice President, Strategic Partnerships, Director or Associate Director (i.e. Reporting reference materials).
- Accurately enters research-related or other information into CRM database as required.
- Identifies inefficiencies, makes recommendations, and assists with the implementation of process improvements and best practices in order to achieve departmental efficiencies and enhance service.
- Creates templates and collateral material for the Foundation wide strategic planning work.

### What You Offer

- Demonstrated administrative and organizational skills
- Proven ability to manage multiple assignments simultaneously
- Computer skills – proficient in Word, Excel, PowerPoint, Outlook, and highly developed internet search skills.
- Familiarity with contact management or fundraising software: Salesforce and Apsona
- Demonstrated judgment and discretion in dealing with confidential and sensitive matters
- Outstanding attention to detail
- Excellent analytical, financial, and problem-solving abilities
- Develop and maintain understanding of business processes used within the teams and through Philanthropy.
- Maintain basic knowledge of process improvement, project management, change management, administrative practices
- Understand how to deliver effective and high quality customer service to a culturally, linguistically, and professionally diverse customer base
- Act as a subject matter expert in responding to administrative queries from employees and external partners regarding services of the team and basic fund queries.

### 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 Human Resources at [careers@vghfoundation.ca](mailto:careers@vghfoundation.ca) by **Sunday February 16, 2025**.

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.