

Who We Are

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult healthcare services and research for all people living in British Columbia. VGH & UBC Hospital Foundation is the leading charity investing in healthcare innovation in British Columbia and partners with donors to raise essential funds for Vancouver Coastal Health, supporting VGH, UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute, and Community Health Services.

The President's Office provides expertise and support to the Foundation in the areas of governance, internal communications, and policy framework development and monitoring. In addition, the department also provides administrative and small-project coordination support to the President & CEO.

About This Role

The Manager, President's Office and Governance plays a critical role in managing the workflow of the President's Office, the Foundation's Board of Directors and Board Committees. The Manager, President's Office and Governance works directly with the President on key organizational projects and initiatives and is responsible for the direct supervision of the Executive Assistant to the President & CEO. The Manager, President's Office and Governance works closely with the Foundation's Leadership and Management Teams to manage projects, policies, meeting materials and follow-ups, and to coordinate the annual budgeting and work planning process.

This is a 12-month contract role

Key Responsibilities

- Manages the workflow of the Foundation's Board of Directors and Board Committees and entities related to the Foundation (i.e., US Friends, Parkade Trust)
- Updates and maintains the annual Board, Committees and related entities a workplan, schedules meetings, develops agendas, coordinates presenters and drafts meeting packages
- Oversees alignment of Board and Board Committees activities with the Foundation's annual workflow and business requirements
- Organizes and ensures compliance of corporate records, including annual filings
- Oversees timeline, scheduling and materials for annual budgeting and work planning process to align with Board approval schedule
- Researches and drafts organizational policies and procedures for Leadership and Management Team approval, ensuring that policies and procedures are integrated, relevant and according to industry best practice
- Maintains Imagine Canada accreditation compliance
- Coordinates orientation of new Directors and appropriate recognition of retiring Directors
Prepares Board orientation materials

What You Offer

- Experience in governance/corporate secretary/project management roles, preferably in a not-for-profit environment
- Proven success in exercising a high level of integrity and discretion in interacting with senior level management, professionals, major donors and a diverse community of stakeholders on a variety of confidential and sensitive matters
- Exceptional written and verbal communication skills
- Excellent planning, organizational and time management skills and demonstrated attention to detail
- Demonstrated problem solving skills
- Demonstrated ability to work well under pressure in a highly diverse environment with time and resource constraints

What We Offer

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 (merit/bonus), defined benefit pension plan, extended health and dental benefits for you and your partner/children, flexible working arrangements, four weeks' paid vacation, investment in professional development and subsidized access to transit, fitness, cycling and parking facilities all contribute to a top-notch total rewards package.

To Apply

Please send your application to Human Resources via email at careers@vghfoundation.ca by **Friday May 9, 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.