

---

### 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 Philanthropy department is responsible for securing gifts of \$100,000 and for generating annual revenues of over \$60 million, representing two thirds of the total philanthropic revenue generated each year by the Foundation. The department contains of the donor facing fundraising team and Philanthropy administrative support team.

### About This Role

The Philanthropy Associate is responsible for coordinating key donor engagement and stewardship activities to support front-line fundraisers. This includes organizing small cultivation events, facilitating donor recognition and stewardship efforts, and ensuring timely and professional communication with donors. The role also maintains accurate donor records, prepares gift recording documents and proposals, and serves as a liaison between fundraisers and internal teams to ensure smooth execution of donor engagement strategies. Through strong coordination, attention to detail, and proactive problem-solving, the Associate contributes to the overall success of the philanthropy team.

### Key Responsibilities

- Supports donor engagement strategies by coordinating tailored engagement opportunities, including donor meetings, events, and recognition activities.
- Ensures timely and professional communication with donors, including follow-ups, responses to inquiries, and coordination of donor touchpoints.
- Drafts donor-related documents, such as gift recording documents, proposals, and briefing notes, based on predefined information and fundraisers' direction.
- Facilitates donor stewardship by ensuring timely delivery of impact reports, acknowledgments, and recognition documentation.
- Coordinates logistics for meetings, including scheduling, agenda preparation, material distribution, and timely follow-ups.
- Ensures accurate donor records and generates reports in Salesforce to support fundraiser decision-making and engagement tracking.
- Creates reports and dashboards to identify gaps and opportunities of current process and creates processes, procedures, guidelines, and templates to enhance efficiencies
- Supports the flow of proposals and documentation, ensuring fundraisers have access to timely and accurate materials.
- Oversees logistics for small cultivation events, including donor tours and engagement events, ensuring seamless execution and alignment with strategic objectives.

- 
- Organizes and participates the Individual Stewardship Profile (ISP) meetings, ensuring proper documentation and follow-ups.
  - Provides feedback to improve administrative processes, enhancing team efficiency and operational effectiveness.
  - Collaborates with cross-functional teams, such as Marketing, Donor Engagement, and Gift Processing, to align donor engagement efforts and ensure accurate and timely processing of donations.

#### What You Offer

- Bachelor's degree or equivalent diploma in a related field or a combination of education and experience in an administrative role
- Strong organizational, analytical, and attention-to-detail skills, ensuring accuracy in donor records, reporting, and documentation.
- Excellent written and verbal communication skills, promoting clarity in donor interactions and internal coordination.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) and CRM/fundraising software, with good understanding of data management processes.
- Capable of managing multiple priorities in a deadline-driven environment, working both independently and collaboratively to support donor engagement activities.

#### What We Offer

The successful candidate can expect a starting salary between **\$56,256** and **\$63,928**, 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**.

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. If you'd like more information on what we offer, please ask!

#### To Apply

Please send your application to Human Resources by email at [careers@vghfoundation.ca](mailto:careers@vghfoundation.ca) by **Sunday June 8, 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.