
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 Leadership Giving Team is responsible for personally soliciting individuals and organizations for gifts ranging between \$1,000 and \$99,000 annually. The Leadership Giving Team is also responsible for delivering or supporting the Foundation's stewardship program across Leadership giving, Annual Giving and Fundraising Events.

About This Role

The Leadership Giving Assistant provides administrative support to the Leadership Giving team, coordinating donor portfolio management and engagement strategies, while holding primary responsibility for accurate and timely data entry and maintenance. Work includes developing and maintaining a comprehensive suite of fundraising reports and performance dashboards to support the Leadership Giving team in measuring metrics and performance, enabling the team to focus on fundraising activities and priorities. The Assistant will hold primary responsibility for gift acknowledgement and support for mid-level donors across the Community Giving & Engagement Division

Key Responsibilities

- Provides holistic and comprehensive administrative support to Leadership giving fundraisers.
- Supports fundraisers in managing donor relationships, using available administrative tools and skills to deliver exceptional service to donors and stakeholder groups, including physician and hospital partners.
- Delivers impeccable stewardship and engagement to Leadership Giving donors across the Community Giving & Engagement Division, with primary responsibility for coordinating multi-channel stewardship communications including gift acknowledgements, event invitations and impact reports.
- Performs administrative duties in support of the Leadership giving team, including tasks such as completing monthly expense reports, gift entry, CRM maintenance, responding to internal and external inquiries and maintaining inventory of printed materials (cards, impact reports, welcome gifts, etc.).
- Manages day to day issues relating to Leadership giving activities, escalating more complex or unresolved issues to the appropriate team member.
- Takes a proactive approach in anticipating fundraisers needs and preferences, effectively manages multiple donor and fundraiser needs, prioritizing and coordinating accordingly.
- Creates reports, dashboards and other tools to identify gaps and opportunities of current process and creates processes, procedures, guidelines, and templates to enhance efficiencies.



Leadership Giving Assistant

VGH & UBC Hospital Foundation

Full Time – Permanent

What You Offer

- Strong administrative skills, typically gained through previous administrative roles, ideally in a non-profit setting.
- Flexible, proactive self-starter comfortable operating in complex environments; adaptable and responsive.
- Capable of managing a variable workflow, handling multiple projects simultaneously and performing effectively under pressure in a deadline-driven environment.
- Possesses excellent planning, organizational, and time management skills, with a keen attention to detail and commitment to data accuracy.
- Demonstrates superior written and verbal communication skills.
- Demonstrates excellent analytical and organizational skills.
- Experience with Salesforce and Apsona is an asset.
- Sound knowledge of Microsoft Office products, particularly Outlook, Word, Excel and PowerPoint.
- Ability to communicate (spoken and written) in Mandarin and/or Cantonese is highly desirable.

What We Offer

The successful candidate can expect a starting salary between **\$50,006** and **\$56,825**, 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 **\$64,212**.

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 by **Sunday June 15, 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.