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### 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 Senior Leadership Giving Officer is part of a dynamic fundraising team focused on securing leadership gifts (\$1,000 - \$99,999) and helping donors fulfill their philanthropic ambitions. The key function of this position is developing and implementing strategies to grow unrestricted revenue across the portfolio.

In addition, the Senior Leadership Giving Officer is responsible for managing a portfolio of 300-400 donors and prospects and contributing to the development and implementation of plans for prospect identification, cultivation, solicitation and recognition for all donors within the Leadership Giving program. With a focus on generating unrestricted revenue where possible, this role provides Leadership Giving expertise in support of fundraising initiatives across the Community Giving and Engagement Division including Direct Response, Independent Community Events, Tribute Giving and other programs. This role also supports the development of prospect pipelines for the Foundation's Major Gifts and Legacy Giving teams.

### **This is a 18-month contract role**

### Key Responsibilities

- Responsible for managing a specific portfolio of Leadership Giving donors and prospects, including research, identification, cultivation, solicitation, stewardship and tracking.
- Develops and executes donor cultivation and stewardship strategies and tactics to achieve individual and departmental revenue targets and to ensure a strong, positive relationship between each donor and the Foundation.
- Solicits gifts via a range of communication channels including one-on-one meetings, phone calls and direct response.
- Prepares and delivers regular status reports on projections, proposals pending, and cultivation processes.

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- Leads customization for divisional and organizational proposals, accountability reports and marketing materials such as newsletters, e-mails and website content for the Leadership Giving segment.
  - Leads customization of communication segments for cross-team activities such as the Foundation's annual gala and stewardship events.
  - Records and tracks all donor activity using Salesforce.
  - Understands the needs and interests of Foundation leadership and major gift donors, develops strategic relationships and under broad leadership direction has the autonomy to determine optimal course of action for resolution of emerging issues.
  - Independently develops strategies and adapts policies and practices to foster ongoing successful relationships with donors and prospects. Mitigates risk of losing donors by providing timely engagement in a creative, solutions-oriented and donor centric manner.
  - Provides input to the Associate Director in establishing financial goals for prospects/donors and prioritizing key donors and makes recommendations to improving internal processes that may extend across other business units.

### What You Offer

- Experience in fundraising, sales or a related field with the demonstrated capability to secure donations of \$25,000 and more.
- Ability to work under a cross-functional work team model.
- Familiarity with CRA regulations related to giving and knowledge of federal and provincial privacy legislation.
- Highly developed interpersonal and relationship skills and proven ability to exercise a high degree of diplomacy and discretion.
- A flexible, proactive self-starter who is comfortable operating in a complex environment.
- Superior communication skills: able to write clear and compelling letters and proposals and make concise and engaging presentations.
- Excellent analytical and organizational skills.
- Demonstrated project management and facilitation skills; proven ability to solve problems and meet deadlines in a fast-paced environment with multiple competing deadlines and time and resource constraints.
- Ability to communicate in Mandarin and Cantonese is an asset.

### What We Offer

The successful candidate can expect a starting salary between **\$87,631** and **\$99,581**, 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 **\$112,527**.



## Senior Leadership Giving Officer

VGH & UBC Hospital Foundation

Full Time – Temporary

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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 July 20, 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.*