
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 Donor Stewardship & Engagement department is responsible for the strategic development, management, timely implementation and assessment of a comprehensive donor relations and stewardship program in support of all fundraising across the Foundation. The department leads in the planning and effective management and execution of all donor relations activities, apportioning effort according to strategic priorities and fundraising targets. A significant portion of the department's work is focused on major giving, with a balance of support and focus for gift and estate planning, and community giving.

Activities include public and private recognition and cultivation events, tailored and broad donor reporting, recognition guidelines and inventories, donor signage, government approvals for naming, giving and stewardship benefits, individual stewardship plans and documenting donor deliverables and demonstrating impact.

About This Role

The Associate Director, Donor Engagement & Stewardship plays a critical leadership role in advancing the Foundation's donor relations strategy. This position is responsible for overseeing the day-to-day operations and execution of the team's annual work plan, including the supervision and development of staff.

The Associate Director independently leads and manages the planning and delivery of donor engagement initiatives, recognition programs, and impact reporting. Acting as a strategic partner, the Associate Director provides thoughtful guidance and recommendations to enhance the team's portfolio of activities and proactively identifies opportunities and risks related to donor stewardship. The role also contributes to the continuous improvement of cultivation, stewardship, and recognition practices, driving innovation and operational excellence across donor engagement activities.

Key Responsibilities

- Provides expert oversight to key functional database and digital requirements that support donor relations and organizational activities. Includes areas of:
 - CRM (donor database): Event Management, Donor recognition and other donor preferences
 - Online Communications: Emails and donor communications
 - Virtual meeting/event platforms: Virtual Webcasts and meetings
 - Portions of the Foundation's website: Donor Listings or reporting

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- Brainstorm thoughtful and strategic opportunities to cultivate and engage new donors as well as steward current donors to meet and surpass expectations.
 - Ensures streamlined processes to effectively deliver stewardship activities.
 - Anticipates and/or proactively manages donor issues and ensures mutually beneficial outcomes.
 - Identify potential risks as it relates to donor recognition and reputational risk for Vancouver Coastal Health and the Foundation.
 - Provides direction and oversight to ensure donor impact is conveyed in a timely, consistent and effective manner.
 - Collaborates with the Director, Donor Engagement & Stewardship in the planning and execution of donor relations strategies that support priority initiatives, campaigns, and overall fundraising goals.
 - Reviews gift agreements through to fulfillment, escalating approvals as required and ensuring appropriate inputs from other departments.
 - Provides direction and inputs in collaboration with fundraisers to develop opportunities to advance cultivation, solicitation and relationship-building strategies.
 - Recommends recognition and giving opportunities and oversees the maintenance and tracking of all recognition inventories, ensuring alignment across the organization.
 - Coordinates the accurate production and execution of donor renderings and signage.
 - Ensures donors are recognized for their giving and provided with creative, impactful, meaningful stewardship according to Foundation standards.
 - Accountable for all processes and procedures related to the planning, execution, and evaluation of approximately 20 donor cultivation and recognition events annually.
 - Analyzes donor engagement and stewardship data to identify trends, measure program effectiveness, and inform decision-making for continuous improvement.

What You Offer

- Expert knowledge of the concepts, theory and principles of donor relations and stewardship of donors.
- Demonstrates strong initiative and follow through with little need for direction.
- Ability to exercise diplomacy and good judgment.
- Ability to deal with a variety of complex issues that require in-depth understanding of donor stewardship within the context of a matrix organization.
- Ability to remain focused under pressure and prioritize, particularly when faced with multiple or unexpected demands
- Strong project and time management skills to manage a variable and ever-changing workflow involving multiple simultaneous projects and priorities.
- Well-developed writing skills adaptable to different audiences, with a demonstrated ability to succinctly communicate useful and relevant information to internal and external constituents.
- Strong interpersonal skills and collaborative working style.
- Experience in a health care philanthropy environment is an advantage.
- Experience leading, planning and evaluating a variety of events and/or conferences.



Associate Director, Donor Engagement & Stewardship

VGH & UBC Hospital Foundation
Full Time – Permanent

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- Experience with CRM systems, Salesforce or similar databases.
 - Proficiency in Mandarin and/or Cantonese considered an asset

What We Offer

The successful candidate can expect a starting salary between **\$107,352** and **\$121,991**, 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 **\$137,850**.

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 **Sunday August 17, 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.