
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.

Asian Strategy is an integral component of Community Giving and the overall development strategy at VGH & UBC Hospital Foundation. Asian Strategy builds a platform for Chinese Canadians and those new to Canada to engage with the Foundation. Through events, annual and leadership giving, community outreach and marketing & communication, we engage philanthropists, business & industry leaders and corporations. The wide spectrum of activities under Asian Strategy sets the stage for major gift donor identification, cultivation and recognition. It also provides unique experiences for the general public, donors and sponsors.

About This Role

The Asian Strategy Coordinator will be responsible for supporting all Asian Strategy activities including the Youth Leadership Program, Independent, Partner and Signature Events, Annual, Leadership and Legacy Giving and other collaborative initiatives. This position is also responsible for supporting the overall Asian Strategy development to successfully grow the program portfolio, community outreach fundraising activities and volunteer services. This involves regular contact with donors, personal visits, and donor stewardship activities.

Key Responsibilities

- Supports overall Asian Strategy program fundraising objectives and goals
- Assists Associate Director to build, develop and manage a diverse prospect pipeline
- Holds primary responsibility for the overall fundraising success of assigned fundraising events including logistics such as coordinating with event venues, catering, managing and tracking auctions, maintaining event RSVP's and seating plans
- Supports and executes tailored strategies such as proposal and stewardship report preparation, drafting proposals and networking to grow contacts.
- Contributes to development of departmental work plan, managing revenue projections and improving processes, increasing efficiencies and/or reducing costs.
- Identifies marketing opportunities to increase brand awareness and visibility within the Chinese community
- Manages a portfolio of donors for cultivation, solicitation and stewardship.
- Contributes to program success, supports sponsorship & donation solicitation.
- Works collaboratively with community volunteers on fundraising and cultivation events.
- Provides administrative support, including the preparation of a variety of letters, memos, reports and presentations; Issuing invoices; expense management and budget monitoring
- Media monitoring - maintains summary of Chinese media coverage

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- Coordinates fundraising communications including solicitation emails, surveys and website content

What You Offer

- Mandarin & Cantonese verbal and written language skills required
- Proven experience working with the Chinese community, particularly a track record of success in cultivating, securing and growing fundraising revenue
- Experience coordinating fundraising events and working with volunteers
- Ability to establish and maintain professional relationships at all levels – ‘relationship builder’
- Ability to motivate and influence stakeholders; both internally and externally
- Ability to exercise a high degree of diplomacy and discretion
- Strategic and politically astute
- Familiarity with the advanced features of Microsoft Office suite of products; in-depth knowledge of a donor management system (Salesforce preferred)
- Demonstrated data manipulation and analytical skills; strong attention to detail
- Access to a vehicle is an asset
- Monitors and process accounts payable & accounts receivable transactions
- Translates and edits Chinese marketing materials
- Coordinates production and distribution of brochures, posters and event materials

What We Offer

The successful candidate can expect a starting salary between **\$57,944** and **\$65,846**, 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 **\$74,406**.

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 24, 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.