
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 Finance division comprises of three departments: Finance & Accounting, Information Systems & Technology, and Gift Processing.

The Finance & Accounting Department supports the mission of the Foundation by ensuring timely and accurate financial forecasting, processing, and reporting. The department manages assets in excess of \$500 million with annual revenues over \$100 million. The 700+ fund accounts are near \$300 million, and the value of the Endowment Fund portfolio is \$163 million. The senior leadership and Board of Directors rely on the Department's financial reporting and recommendations to guide decisions on both short and long-term strategy and to develop policies to direct Foundation activities.

The Information Systems & Technology department oversees the governance of the Foundation's technological systems and functionality of the systems overall. The department provides expertise and tools to support the Foundation's stakeholders in the most effective and efficient way possible.

The Gift Processing department exists to support the Foundation's fundraising, donor stewardship, and recognition goals by ensuring timely and accurate processing and receipting of all gifts received.

About This Role

The Executive Assistant, Finance provides confidential, high-level administrative support to the Vice President, Finance, and to other divisional leaders as needed. The role ensures the efficient operation of the Division and the VP's office while also supporting divisional leaders and teams in delivering short- and medium-term projects, meetings, and organizational initiatives. From time to time, the role may also provide coordination and administrative support for Foundation-wide projects and cross-departmental initiatives, promoting collaboration across the organization, as directed.

Key Responsibilities

- Act as a central point of coordination for the Finance Division, facilitating effective communication, managing divisional priorities, and supporting department leaders and teams in achieving operational excellence and strategic objectives
- Coordinates key meetings and events with staff, committee members, and other stakeholders, ensuring agendas, minutes, and supporting materials are circulated on time
- Provides administrative support to short- and medium-term projects and organization-wide initiatives led by the Vice President, Finance, and divisional leaders, including Gift Processing, Finance & Accounting, and Information Systems & Technology, ensuring tasks are managed efficiently and deadlines are met
- Provides occasional reception coverage, greeting donors, visitors, and staff, answering incoming calls, and responding to general inquiries with professionalism.

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- Manages and prioritizes multiple tasks and deadlines, balancing the needs of the Vice President, Finance, and the broader Finance Division
 - Coordinates and delegates responsibilities on behalf of the Vice President, Finance as appropriate, ensuring follow-up and completion while maintaining a high level of discretion and professionalism
 - Supports the effective operations of the Vice President, Finance's office and the Finance Division, proactively identifying issues, resolving routine challenges, and escalating complex matters as needed

What You Offer

- Experience as an Executive Assistant or in a high-level administrative role. Experience in finance, not-for-profit and/or health care environment is an asset
- Strong organizational, planning, and time management skills, with the ability to prioritize multiple tasks and deadlines in a fast-paced environment
- Demonstrated professionalism, discretion, and integrity in handling confidential information
- Excellent written and verbal communication skills, including proofreading, drafting correspondence, and preparing presentations
- Proactive problem-solving skills, exercising sound judgement and taking initiative, with a creative, energetic, and flexible approach to projects and work
- Strong interpersonal skills with the ability to build positive relationships across teams, donors, and external stakeholders
- Ability to work independently and collaboratively as part of a team

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 September 21, 2025**.

We welcome applications from anyone who is eligible to work in BC. 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.