
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 Major Gifts department is responsible for securing gifts of \$25,000 or greater and for generating annual revenues of over \$60 million, representing two thirds of the total philanthropic revenue generated each year by the Foundation. The department contains of the donor facing fundraising team and Major Gifts administrative support team.

About This Role

The Administrative Team Lead, Philanthropy supports the efficient operation of the Philanthropy department by leading a team of Philanthropy Administrative Assistants, ensuring seamless administrative support to fundraisers, and anticipating the needs of both fundraisers and the Associate Vice President, Philanthropy (AVP). The Team Lead ensures consistency in administrative processes, coordinates fundraising activities, and provides direct administrative support to the AVP. The Team Lead provides relevant input to the Campaign Operations Team and relays feedback and operational insights from the Campaign Operations team back to the Philanthropy team. The role fosters a collaborative environment within the team, maintaining high standards of service and attention to detail in all aspects of administrative support, while keeping donor-centricity and organizational goals at the forefront.

This is an 18-month Contract Position

Key Responsibilities

- Leads the Philanthropy Administrative Assistants, ensuring consistent, high-quality, and timely support for fundraisers, enabling them to focus on donor engagement and relationship-building
- Identifies areas for improvement and establishes standardized administrative systems, processes, and guidelines to maximize efficiency, reduce redundancies, and ensure consistency across the Philanthropy department
- Ensures accuracy and efficiency in record management and documentation within the Philanthropy team enabling accurate metrics and tracking of KPIs, enabling Foundation-wide data quality
- Develops training materials, leads training sessions, and provides ongoing coaching and support to Philanthropy Administrative Assistants and other impacted Foundation staff to ensure best practices are followed
- Acts as a liaison between the Philanthropy team and the Campaign Operations team, coordinating reporting efforts to ensure accurate and consistent communication of fundraising activities and outcomes
- Provides day-to-day executive assistance to the AVP, managing workload and priorities, scheduling meetings, drafting communications, preparing reports, administering meetings,

including organization-wide initiatives led by Philanthropy

- Assists the AVP with leadership functions, coordinating communication between the Philanthropy team, Leadership Team, Board of Directors, and external partners

What You Offer

- Exercises tact, diplomacy, and discretion in all interactions, ensuring professionalism in donor and stakeholder engagement
- Demonstrates strong communication skills (both written and verbal) , adapting messaging for different audiences while ensuring clarity and professionalism
- Quickly assesses priorities, triages tasks effectively, and identifies potential risks to ensure smooth operations and informed decision-making
- Utilizes CRM systems and Microsoft Office tools to ensure accuracy, consistency, and efficiency in data handling and reporting
- Adapts to evolving circumstances, manages multiple priorities with resilience, and provides high-quality, donor-centric service with integrity and responsiveness
- Possesses a strong foundation in executive administration, including a thorough understanding of the Division's administrative procedures and guidelines
- Maintains a good working knowledge of the Foundation's fundraising activities, donor lifecycle, and strategies, with a focus on the Philanthropy team
- Demonstrates proficiency in CRM systems and data management, utilizing these tools effectively to support team operations and decision-making
- Applies leadership knowledge to effectively guide and support the team, ensuring alignment with organizational goals and standards

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**.

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 October 12, 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.