

VGH+ Associate Director, Philanthropy (18-month Contract)

JOB POSTING



VGH + You

The leading charity investing in health care innovation in BC

VGH+
UBC hospital
foundation

As Vancouver Coastal Health's primary philanthropic partner, VGH & UBC Hospital Foundation raises essential funds for VGH, UBC Hospital, Vancouver Coastal Health Research Institute, G.F. Strong Rehabilitation Centre and Vancouver Community Health Services. Donations fund groundbreaking research, world-class health care teams and life-saving treatments for the most complex cases across the province.

VISION

Healthier lives for healthier communities in BC.

MISSION

We create and inspire a community of donors to catalyze health care innovation in BC.

VALUES

Bold

We embrace courage, creativity and forward-thinking, and are catalysts for breakthroughs, positive change and innovation.

Integrity

We are steadfast in our commitment to honesty, trust, maximum impact and stewardship, and operate with purpose and transparency.

Community

We are committed to people and communities, fostering relationships, collaboration and partnerships.

OUR BENEFICIARIES

+Vancouver General Hospital +UBC Hospital +Vancouver Coastal Health Research Institute
+G.F. Strong Rehabilitation Centre +Vancouver Community Health Services

WHY VGH & UBC HOSPITAL FOUNDATION?



+FLEXIBLE WORKING HOURS

Enjoy flexible start and finish times, and compressed summer schedules.



+GENEROUS LEAVE

Benefit from 4 weeks of vacation, 5 personal leave days, and a '9-day fortnight' program.

+PENSION PLAN

Enroll in the Municipal Pension Plan for long-term financial security.



+COMPREHENSIVE BENEFITS

Access health, dental, and extended health benefits, life insurance + more.



+INCLUSIVE CULTURE

Join a diverse and inclusive workplace committed to equity and continuous improvement.



+DEVELOPMENT OPPORTUNITIES

Grow your career with our promotion from within policy and learning resources.





Associate Director, Philanthropy (18-month Contract)

Full-Time, Temporary

The Role

The Associate Director develops and manages a portfolio of approximately 125 active major gift prospects capable of giving \$25,000 or more. Additionally, the Associate Director will develop and execute donor cultivation and stewardship strategies and tactics to achieve individual and departmental revenue targets, and to ensure a positive relationship between each donor and the Foundation.

Key Responsibilities

- Work with the Major Gifts team to develop, implement, and enhance strategies to grow revenue across the portfolio of fundraising initiatives, setting annual benchmarks for growth and goal achievement.
- Leading the key strategies of campaigns in the phases from initial planning, pipeline development, inspiring team and cross team members. Achieving annual fundraising target of \$3 million or more.
- Develop and implement strategies to grow the major gifts portfolio of individual, corporate and foundation donors to increase the number of donors and the size of gift. This encompasses directing the research, identification, cultivation and tracking of major gifts and planned giving prospects.
- Solicit major gifts in one-on-one meetings or phone calls with donors. Develop and execute detailed development plans for each prospect.
- Help establish annual and multi-year performance targets, including number of donors by category, dollars raised, number of donor meetings, and prepare regular status reports on projections, proposals pending, and cultivation process.
- Mitigate risk to the Foundation by ensuring all necessary policies, standards and procedures are developed and monitored ensuring appropriate compliance and no single point of failure.
- Develops and establishes appropriate long and short-term goals and metrics for evaluating and improving fundraising initiatives, creating business solutions for donors with complex giving requirements which also align with the business requirement.
- Develop and maintain meaningful relationships with major and planned gift donors, prospects, volunteers and supporters, maintain an active list of contacts for cultivation and solicitation.
- Ability to analyze data extracted from CRM, fundraising reports, and KPIs, to determine the health of donor pipeline, and revenue projection.

What you offer

- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the Foundation.
- Highly developed interpersonal and relationship skills and proven ability to exercise a high degree of diplomacy and discretion.
- Strong project and time management skills, with the ability to remain focused under pressure, particularly when faced with multiple competing demands.
- Able to write clear and compelling letters and proposals and make concise and engaging presentations.
- Ability to analyze data extracted from CRM systems, fundraising reports, and KPIs to determine the health of the donor pipeline and revenue projection.
- Broad and extensive knowledge of the fundraising profession, non-profit industry and health care philanthropy, and proven strategic expertise in the area of major gift and campaign fundraising.
- Broad knowledge of donor management systems, preferably Salesforce.
- Leadership experience in a capital or comprehensive campaign environment is an asset.

What we offer

The successful candidate can expect a starting salary between **\$107,352** and **\$121,990**, 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**.

To Apply

Please send your application to Human Resources via email at careers@vghfoundation.ca by **Sunday October 19, 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.