

VGH+ Senior Executive Assistant

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.





Senior Executive Assistant

Full-Time, Permanent

The Role

The Executive Assistant reports jointly to the President & CEO and the VP, Finance and acts as a senior right-hand partner. This role manages complex calendars and priorities, prepares high-quality executive materials, coordinates strategic stakeholder engagement, oversees sensitive donor records and supports cross-organizational initiatives to ensure executives focus on mission-critical decisions.

Key Responsibilities

Executive Partnership

- Maintain and optimize the President & CEO's and VP Finance's calendars to maximize strategic time; proactively prepare briefing packages, talking points and background materials.
- Anticipate needs, pre-empt conflicts and create seamless workflows so executives focus on leadership priorities.
- Manage executive inboxes by triaging emails, drafting responses, prioritizing follow-ups and flagging urgent items to ensure timely action and protect executive focus.

Strategic Stakeholder Coordination

- Coordinate high-value meetings and events with donors, health system leaders, Board members and staff; prepare agendas, minutes and follow-up actions; manage logistics including venue, AV and catering.
- Act as primary liaison for senior volunteers and external partners, representing the Foundation with professionalism and discretion.

Donor and CRM Stewardship

- Manage donor and prospect activity in Salesforce, ensuring records are accurate, next steps are identified, and moves-management is current; produce timely reports and insights for executive decision-making.

Project and Office Leadership

- Lead and coordinate short- to medium-term projects assigned by the President's Office and Board committees; deliver on milestones, escalate risks and recommend solutions.
- Serve as project lead for internal operational improvements that increase executive office efficiency.

Communications and Documentation

- Draft, edit and finalize clear, polished correspondence, briefing notes and presentations for executive signature; ensure all materials reflect the Foundation's voice and values.
- Maintain confidentiality for sensitive financial, donor and personnel information.

Travel, Expenses and Financial Administration

- Manage complex domestic and international travel arrangements; oversee expense reporting and credit card reconciliation for both executives, ensuring timely submission and compliance with policy.

Day-to-Day Problem Solving

- Resolve routine operational issues independently; research options and present recommendations when escalation is required.

What you offer

- Minimum 8–10 years of executive support experience, ideally supporting C-suite leaders in nonprofit, healthcare, philanthropic or fast-paced corporate environments.
- Demonstrated experience managing the schedules of multiple senior executives and coordinating high-stakes stakeholder engagement.
- Advanced proficiency with Microsoft Office, SharePoint and CRM systems; Salesforce and Smartsheet experience strongly preferred.
- Proven track record of handling confidential information with absolute discretion and integrity.
- Post-secondary education or equivalent professional development in business administration, project management or a related field is preferred.
- Anticipates needs, prioritizes proactively and elevates issues with sound judgement.
- Exceptional written and verbal skills; produces concise, executive-quality materials.
- exemplary organization, attention to detail and capacity to manage competing deadlines with calm.
- Critical thinker who presents clear options, recommendations and next steps.
- Comfortable with rapid task-switching and evolving priorities while maintaining high standards.
- Confident using productivity and CRM tools to streamline workflows and reporting.

What we offer

The successful candidate can expect a starting salary between **\$79,000** and **\$85,000**, 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 **\$90,000**.

To Apply

Please send your application to Human Resources via email at careers@vghfoundation.ca by **Sunday October 26, 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.