

VGH+ Legacy Giving Coordinator

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.





Legacy Giving Coordinator

Full-Time, Permanent

The Role

The Legacy Coordinator will be responsible for supporting the Legacy Giving team to successfully grow the program portfolio. This includes coordinating key donor engagement and stewardship activities to support front-line fundraisers such as organizing donor events, facilitating stewardship efforts, and ensuring timely and professional communication with donors, vendors and internal teams. The role also serves as a liaison between Annual Giving, Leadership Giving, Asian Strategy and marketing teams to ensure smooth execution of donor engagement strategies. Through strong coordination, attention to detail, and proactive problem-solving, the Coordinator contributes to the overall success of the Legacy Giving team.

Key Responsibilities

- Supports overall Legacy Giving program objectives and goals
- Assists Associate Director to build, develop and manage a diverse prospect pipeline
- Holds primary responsibility for the overall success of assigned fundraising events including logistics such as coordinating with event venues, catering, maintaining event RSVP's, etc.
- Supports and executes tailored strategies such as proposal and stewardship report preparation, drafting proposals, donor welcome packages
- Contributes to development and implementation of departmental work plan, improving processes, increasing efficiencies and/or reducing costs.
- Supports Legacy webpage(s) and social media content as necessary
- Ensures accurate donor records and generates reports in Salesforce to support fundraiser decision-making and engagement tracking.
- Provides administrative support, including the preparation of reports and presentations; issuing invoices; expense management and budget monitoring, scheduling meetings, coordinating mailings
- Coordinates fundraising communications including emails, surveys and website content
- Collaborates with Annual Giving, Leadership Giving, Asian Strategy and Marketing teams to align donor engagement efforts

What you offer

- Ability to establish and maintain professional relationships at all levels – 'relationship builder'
- Experience in Legacy Giving, philanthropy, estate law, financial planning or another related field is a strong asset
- Ability to exercise a high degree of diplomacy and discretion
- 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
- Ability to communicate in multiple languages is an asset
- Experience entering and maintaining accurate and up to date donor information.

What we offer

The successful candidate can expect a starting salary between **\$58,000** and **\$65,850**, 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 **\$74,405**.

To Apply

Please send in your application to Human Resources via email at careers@vghfoundation.ca by **Tuesday December 9, 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.