

# **VGH+ Leadership Giving Officer (12-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.





# Leadership Giving Officer

## The Role

The Leadership Giving Officer is part of a dynamic fundraising team focused on securing leadership gifts (\$1,000 - \$99,999) and helping donors fulfill their philanthropic ambitions. The key function of this position is developing and implementing strategies to engage donors and grow unrestricted revenue across the portfolio.

In addition, the Leadership Giving Officer is responsible for managing a portfolio of 300–400 donors and prospects and contributing to the development and implementation of plans for prospect identification, cultivation, solicitation, and recognition for all donors within the Leadership Giving program. This role also involves engaging and collaborating with volunteers to support relationship-building, stewardship, and fundraising activities. With a focus on generating unrestricted revenue where possible, through collaboration this position supports fundraising initiatives across the Community Giving teams, including Direct Response, Independent Community Events, Tribute Giving, and other programs. The role also supports the development of prospect pipelines for the Foundation's Major Gifts and Legacy Giving teams.

**This is a 12-month contract role**

## Key Responsibilities

- Responsible for managing a specific portfolio of Leadership Giving donors and prospects, including research, identification, cultivation, solicitation, stewardship and tracking
- Develops and executes donor cultivation and stewardship tactics to achieve individual and departmental revenue targets and to ensure a strong, positive relationship between each donor and the Foundation
- Solicits gifts via a range of communication channels including one-on-one meetings, phone calls and direct response
- Prepares and delivers regular status reports on projections, proposals pending, and cultivation processes
- Supports development and delivery of customization for appeals, accountability reports and marketing materials such as newsletters, e-mails and website content for the Leadership Giving segment
- Records and tracks all donor activity using Salesforce
- Monitors daily gift reports to ensure appropriate stewardship activities are actioned
- Supports the development of strategies and adapts policies and practices to foster ongoing successful relationships with donors and prospects. Mitigates risk of losing donors by providing timely engagement in a creative, solutions-oriented and donor centric manner
- Provides input to the Associate Director in establishing financial goals for prospects/donors and prioritizing key donors

## What You Offer

- Experience in fundraising, sales or a related field with the demonstrated capability to secure donations.
- Ability to work under a cross-functional work team model.
- Highly developed interpersonal and relationship skills and proven ability to exercise a high degree of diplomacy and discretion.
- A flexible, proactive self-starter who is comfortable operating in a complex environment.

- Superior communication skills: able to write clear and compelling letters and proposals and make concise and engaging presentations.
- Excellent analytical and organizational skills.
- Demonstrated project management and facilitation skills; proven ability to solve problems and meet deadlines in a fast-paced environment with multiple competing deadlines and time and resource constraints.
- In-depth understanding of a donor management system (Salesforce preferred).
- Ability to communicate in Mandarin and Cantonese is an asset.

## What We Offer

The successful candidate can expect a starting salary between **\$72,430** and **\$82,307**, 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 **\$93,007**.

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](mailto:careers@vghfoundation.ca) by **Sunday June 14, 2026**.

*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.*