

# VGH+ Signature Events 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.





# Signature Events Coordinator

## The Role

The Signature Events Coordinator provides essential operational, administrative, and fundraising support to the Foundation's Signature Events team, including Signature Gala events and Signature Peer to Peer Event. Working closely with the Signature Events Managers, this role supports the full event cycle to ensure high quality delivery, strong participant experiences, and successful achievement of fundraising goals. The Coordinator contributes to fundraising strategy through coordination, data management, donor and participant support, and execution of defined plans. This role plays an important part in enabling scalable event models, including virtual and satellite peer to peer participation, while supporting donor engagement and pipeline development across the Foundation.

## Key Responsibilities

- Supports the successful delivery of the Signature Gala and Signature Peer to Peer Event by coordinating timelines, tracking deliverables, and supporting day to day fundraising related event activities.
- Contributes to fundraising performance by supporting participant, donor, sponsor, in kind partner, and volunteer engagement across signature events.
- Assists with the implementation of event strategies and plans developed by Signature Events Managers, ensuring accuracy, consistency, and attention to detail.
- Supports scalable fundraising models by assisting with registration, sponsorship coordination, communications, and participant readiness related to virtual, hybrid, and satellite peer to peer participation.
- Helps ensure a positive participant and volunteer experience by responding to inquiries, resolving routine issues, and escalating matters as required
- Maintains project plans, workback schedules, and task lists to support on time and on budget delivery of signature events in partnership with internal teams and external production vendors.
- Supports budget administration, invoice processing, expense reconciliation, and revenue tracking for events.
- Assists with the setup, maintenance, and administration of event and peer-to-peer fundraising platforms, including registration management and reporting.
- Prepares event materials, briefing documents, reports, and presentations using established templates and guidelines.
- Supports post event reporting by compiling fundraising data, tracking engagement metrics, and assisting with evaluations and debrief materials.
- Serves as a day-to-day point of contact for event related inquiries from participants, donors, sponsors, volunteers, and internal partners, ensuring timely and professional responses.

## What You Offer

- Experience supporting the planning and execution of fundraising events, with attention to detail and consistency.
- Ability to assist with sponsor and in-kind partner coordination, including tracking benefits, acknowledgements, and deliverables.
- Strong organizational and time management skills with the ability to manage multiple tasks and deadlines effectively.

- Strong interpersonal skills with a service-oriented approach to supporting volunteers, donors, participants, and internal partners.
- Demonstrated ability to build and maintain positive professional relationships with volunteers, donors, sponsors, and vendors under direction.
- Clear and professional verbal and written communication skills.
- Proactive, adaptable, and comfortable working in a dynamic environment with shifting priorities.
- Sound judgment and discretion when handling confidential information and escalating issues as appropriate.
- Experience using CRMs such as Salesforce is an asset.
- Proficiency with Microsoft Office applications.
- Experience with fundraising and event platforms is an asset.
- Ability to speak Mandarin or Cantonese, or read/write Chinese, is considered an asset

## What We Offer

The successful candidate can expect a starting salary between **\$57,944** and **\$65,846**, 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 **\$74,406**.

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 28, 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.*