

VGH+ Campaign Officer

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.



VGH+

Campaign Officer

The Role

VGH & UBC Hospital Foundation has embarked on its most ambitious fundraising campaign to date. The Campaign Officer is a member of the Campaign Operations Team, reporting to the Director, Campaign. Operations. This role is responsible for supporting the Director, Campaign Operations with campaign management and program administration. Key areas of focus include program administration, meeting planning; coordinating cross functional collaboration; planning the campaign learning series; physician engagement and stakeholder reporting.

Key Responsibilities

- Works with the Director to implement strategies and tactics to optimize staff engagement and knowledge of Campaign via internal communications and delivery of staff education and training
- Manages the Director's calendar and meeting planning and logistics on their behalf – including date selection, space bookings, preparation of meeting materials and presentations and minute taking
- Develops, manages and promotes the Campaign Operations Teams channel – ensuring Campaign information is up to date and easily accessible to staff
- Supports the delivery of strategies, tactics, KPI reporting and cross functional collaboration for physician engagement
- Supports Campaign Cabinet activities including volunteer onboarding, meeting planning and logistics, communications and donor management
- Provides support for cross-functional working groups – including Transformational Giving (TG), Campaign Working Group, Board Campaign Committee, and Donor Pipeline Development meetings
- Responsible for documenting and managing Campaign operations information, processes and business rules
- Supports continuous improvement and maintenance of campaign related templates, reports, dashboards, communications, policies, and procedures
- Provides back-up support and liaises cross functionally on the development of lists and reports develop reports and dashboards to track progress, campaign KPI's and respond to business queries
- Performs general project management and admin support as needed for Director, Campaign
- Exhibits critical thinking and sound judgement in addressing Campaign inquiries and routine and non-routine issues while adhering to organizational procedures

What You Offer

- Broad knowledge of current fundraising and campaign management principles and best practices
- Experience working in a capital or comprehensive campaign environment.
- Familiarity with the philanthropic landscape in British Columbia
- High level of discretion, diplomacy, and professionalism in managing sensitive information and relationships
- Excellent critical thinking, analytical and organizational skills
- Strong technical skills in Microsoft office and Salesforce
- Strong presentation skills
- Strong project management skills, with the ability to prioritize competing demands and meet deadlines in a fast-paced and dynamic environment

- Exceptional communication and interpersonal skills, with the ability to influence, collaborate, and build trust across diverse groups
- Excellent business writing, editing, and presentation skills to support internal and external communications

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.

This role will remain open until filled with the right candidate.

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.