

VGH+ Governance & Volunteer Engagement Manager

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.





Governance & Volunteer Engagement Manager

The Role

The Governance & Volunteer Engagement Manager is responsible for advancing organizational excellence through effective governance practices and strategic volunteer leadership.

The role acts as the primary liaison to the Board of Directors, board committees, and volunteer leadership structures, ensuring compliance with governance requirements, supporting board effectiveness, and fostering a culture of meaningful volunteer engagement. The incumbent provides strategic advice, coordination, and administrative leadership that strengthens organizational accountability, stakeholder relationships, and community impact.

Working collaboratively with executive leadership, board members, community partners, and volunteers, the Manager ensures governance frameworks, policies, and volunteer programs align with the organization's mission, strategic priorities, and regulatory obligations.

Key Responsibilities

- Lead and administer governance processes supporting the Board of Directors and board committees
- Coordinate board and committee meetings, including agenda development, briefing materials, meeting logistics, and minutes
- Maintain governance calendars, board records, bylaws, committee terms of reference, and statutory filings
- Monitor governance best practices and recommend improvements to governance frameworks, policies, and processes
- Support board recruitment, onboarding, orientation, education, and succession planning activities
- Ensure compliance with applicable legislation, organizational bylaws, and regulatory requirements
- Prepare governance reports, briefing notes, and presentations for executive leadership and the Board
- Serve as the primary liaison for Board members, Board committee members, and other Foundation leadership volunteers, supporting their engagement, effectiveness, and overall experience
- Lead volunteer leadership onboarding, orientation, education, recognition, and succession planning initiatives
- Provide oversight and guidance regarding volunteer compliance requirements across the organization, ensuring alignment with organizational policies, governance expectations, and regulatory obligations
- Build strong relationships with volunteers and volunteer committees to foster engagement and accountability
- Monitor volunteer program effectiveness and recommend improvements based on metrics, feedback, and emerging practices
- Provide strategic analysis and recommendations on governance, stakeholder engagement, and organizational effectiveness
- Support implementation of organizational strategic plans and priority initiatives
- Research emerging sector trends and provide recommendations to senior leadership
- Prepare correspondence, reports, briefing materials, and presentations for the President and executive team
- Support special projects and cross-functional initiatives as assigned

What You Offer

- Strong understanding of governance frameworks, board operations, committee structures, and organizational accountability
- Extensive experience in governance/project management roles, preferably in a not-for-profit environment
- Knowledge of non-profit legislation, bylaws, policies, and regulatory requirements
- Ability to influence and collaborate with senior leaders, board members, and volunteers
- Excellent stakeholder engagement and relationship management skills
- Ability to communicate sensitive issues with tact, professionalism, and discretion
- Ability to synthesize complex information and provide strategic recommendations
- Strong analytical, planning, and organizational skills
- Exceptional written and verbal communication skills.
- Demonstrated ability to manage multiple priorities in a fast-paced environment
- Experience preparing executive-level reports, board materials, and presentations
- Strong project coordination and implementation skills
- Excellent attention to detail and follow-through

What We Offer

The successful candidate can expect a starting salary between **\$83,800** and **\$104,800**, 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.

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.