

VGH+ Philanthropy Associate (10-month)

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+

Philanthropy Associate

The Role

The Philanthropy Associate is responsible for coordinating key donor engagement and stewardship activities to support front-line fundraisers. This includes organizing small cultivation events, facilitating donor recognition and stewardship efforts, and ensuring timely and professional communication with donors. The role also maintains accurate donor records, prepares gift recording documents and proposals, and serves as a liaison between fundraisers and internal teams to ensure smooth execution of donor engagement strategies. Through strong coordination, attention to detail, and proactive problem-solving, the Associate contributes to the overall success of the philanthropy team.

This is a 10-month contract position

Key Responsibilities

- Supports donor engagement strategies by coordinating tailored engagement opportunities, including donor meetings, events, and recognition activities.
- Ensures timely and professional communication with donors, including follow-ups, responses to inquiries, and coordination of donor touchpoints.
- Drafts donor-related documents, such as gift recording documents, proposals, and briefing notes, based on predefined information and fundraisers' direction.
- Facilitates donor stewardship by ensuring timely delivery of impact reports, acknowledgments, and recognition documentation.
- Coordinates logistics for meetings, including scheduling, agenda preparation, material distribution, and timely follow-ups.
- Ensures accurate donor records and generates reports in Salesforce to support fundraiser decision-making and engagement tracking.
- Creates reports and dashboards to identify gaps and opportunities of current process and creates processes, procedures, guidelines, and templates to enhance efficiencies
- Supports the flow of proposals and documentation, ensuring fundraisers have access to timely and accurate materials.
- Oversees logistics for small cultivation events, including donor tours and engagement events, ensuring seamless execution and alignment with strategic objectives.
- Organizes and participates the Individual Stewardship Profile (ISP) meetings, ensuring proper documentation and follow-ups.
- Provides feedback to improve administrative processes, enhancing team efficiency and operational effectiveness.
- Collaborates with cross-functional teams, such as Marketing, Donor Engagement, and Gift Processing, to align donor engagement efforts and ensure accurate and timely processing of donations.

What You Offer

- Bachelor's degree or equivalent diploma in a related field or a combination of education and experience in an administrative role

- Strong organizational, analytical, and attention-to-detail skills, ensuring accuracy in donor records, reporting, and documentation.
- Excellent written and verbal communication skills, promoting clarity in donor interactions and internal coordination.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) and CRM/fundraising software, with good understanding of data management processes.
- Capable of managing multiple priorities in a deadline-driven environment, working both independently and collaboratively to support donor engagement activities.
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What We Offer

The successful candidate can expect a starting salary between **\$58,400** and **\$65,700**, depending on factors such as skills, experience, and internal equity.

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 by **Sunday September 27, 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.