



Philanthropy Associate

Do you want to be part of a dynamic team that is making a significant impact on the advancement of healthcare on Vancouver Island? If so, Victoria Hospitals Foundation may be your next opportunity!

The Victoria Hospitals Foundation works in partnership with Island Health to enable donations to every area of care at Royal Jubilee, Victoria General, and Gorge Road hospitals. As Island Health's largest charitable partner, we raise donations for medical equipment, special projects, education, and research. Our donors fund an incredible 40% of the equipment in Victoria General and Royal Jubilee hospitals.

In 2020/21, the Foundation had annual revenues of over \$15 million, including gifts from over 5,200 donors. Since 1989, the Victoria Hospitals Foundation has raised more than \$163 million to benefit our hospitals.

We have an exciting opportunity for a **Philanthropy Associate** to join our team! This full-time permanent role is responsible for cultivating, soliciting, and stewarding a portfolio of individual and corporate donors and prospects. The Philanthropy Associate will develop customized engagement, cultivation, stewardship, and solicitation strategies for both individuals and corporations. They are responsible for both growing existing relationships and acquiring new ones. The Philanthropy Associate will be held accountable for team KPIs, as well as team fundraising and stewardship objectives. This role will be responsible for building and managing ongoing relationships with donors with a goal of securing current and future gifts.

This position is integral to the growth and long-term strategy of the Philanthropy program.

Key Responsibilities:

- Manage key donors and prospects; those individuals, foundations, and corporations at or with the capacity to be at the major gifts level (\$10K+) in collaboration with the Manager, Philanthropy.
- Assist with the creation and facilitation of both tried-and-true and new-and-innovative donor engagement strategies. Following industry best practices, such strategies may include in-person events, virtual events, mailing pieces, email appeals, and calling campaigns.
- Work closely with the Manager, Philanthropy to lead special projects and strategies that support major donors and the overall program.
- Serve as a representative of the Victoria Hospitals Foundation. Establish and maintain professional and productive relationships with volunteers, physicians, and Island Health staff

in the pursuit of private gifts. The position is expected to be an active leader of the Foundation, enhancing the knowledge base and collaboration within the Philanthropy and Development teams.

- Work collaboratively with the Foundation team, and ensure the Foundation's philanthropy donors and prospects are engaged, cultivated, solicited, recognized and stewarded in a timely, personalized, and meaningful way that is consistent with the our donor policies.
- Identify, cultivate, and solicit prospects and donors to the Foundation.
- Support a pipeline of prospects and donors, both individuals and corporations.
- Understand and be able to speak to legacy giving and planned giving options.
- Identify opportunities for prospect engagement and philanthropy.
- Build relationships with all donors and prospects in person, over the phone and email, and via written correspondence.
- Support the Philanthropy team to write strong solicitation letters as needed for individual and corporate donors to support the Foundation's annual giving program.
- Using donor-centric language, write impact reports and stewardship letters for donor pipeline with the support of Philanthropy Coordinators.
- Attend community networking events as a VHF representative.
- Evaluate the fundraising potential for major gifts in consultation with the Philanthropy, Legacy & Leadership and Research teams.
- Be accountable for achieving goals and budget projections.

Qualifications:

- Baccalaureate degree in a relevant field plus two to five years of professional experience in fundraising.
- Previous responsibility for, and demonstrated success in, identifying, cultivating, soliciting and stewarding major gifts.
- The individual must have demonstrated knowledge of various methods of giving and be able to communicate the advantages of each to donors.
- Proficient with the Microsoft suite of programs and specific knowledge of Raiser's Edge, or a comparable relational database.
- Working knowledge of gift processing, acknowledgment, and tracking processes is key, along with knowledge of CRA regulations as they relate to charitable giving.
- The ability and infrastructure to successfully work from home is required.
- A valid driver's license is required as well as access to a personal vehicle.
- Knowledge of hospitals is an asset.
- Superior oral and written communication skills for a wide variety of audiences.
- Must be goal-oriented, self-motivated, reliable, accountable and detail-oriented with sound judgment and outstanding relationship management skills.
- Demonstrated initiative and the ability to work with minimal supervision to organize and manage numerous projects simultaneously with excellent follow-through skills to meet tight deadlines.
- Personal integrity, sound judgment, a customer service orientation and a sense of humor are characteristics that will contribute to success in this position. The position requires a commitment to professional ethics and the ability to effectively interact with executive-level clients.

About Us:

Our team is highly collaborative with a strong connected purpose. We are passionate about supporting the health and well-being of our community through philanthropy and deeply care about the health of our hospitals. Our team is innovative and approaches feedback as an opportunity to learn and grow, seeking understanding of different perspectives. We lead by example and hold ourselves to a high standard of professionalism. Above all, we share the same values and support one another in the profound work we do.

Join Us:

We welcome qualified candidates to submit a detailed cover letter and resume to VHFHR@islandhealth.ca. This position will remain open until successfully filled. A full job description is available upon request.

Please include “#22-05 Philanthropy Associate” in the subject line.

To note: Based on the Provincial Health Order, any offer of employment will be contingent on the provision of proof of a double COVID-19 vaccine.