



## Development Officer

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

*The Victoria Hospitals Foundation (VHF) 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 charitable partner, we raise donations for medical equipment, special projects, education, and research. VHF donors fund an incredible 40% of the equipment in Victoria General and Royal Jubilee hospitals.*

*In 2021/22, we raised over \$17.9 million for our hospitals, including gifts from over 5,400 donors. Since 1989, the Victoria Hospitals Foundation has raised more than \$180 million to benefit our hospitals. Our community generously funded thousands of pieces of urgently needed medical equipment and special projects to help these hospitals provide care to all 860,000+ residents of Vancouver Island.*

We have an exciting opportunity for a **Development Officer** to join our team! This full-time permanent role will lead and support various development activities of the Foundation's Annual Giving appeals.

Reporting to the Manager, Events & Annual Giving, our ideal candidate has prior experience in a similar role with a passion for fundraising events and third-party/community fundraising.

### Key Responsibilities:

- Collaborates with the Development team on all facets of VHF-led fundraising events, including *Visions* and *Miracle on the Mountain* galas.
- Leads guest relations for VHF-led events, including promotion, ticketing, recognition, and stewardship.
- Supports the implementation of sponsor benefits for sponsorship gifts to the Foundation.
- Activates VHF's Peer-to-Peer Giving platform and acts as the primary contact person for peer-to-peer intake and inquiries.
- Leads relationships for all third party fundraising events and initiatives below \$100,000
- Manages Tribute Giving program (In-Memory, In-Honour, and Grateful Patient) with the support of the Philanthropy Manager. Utilizes various fundraising strategies to grow this revenue.
- Leads Public Lottery program, including strategy development, vendor relations, implementation and activation, and donor relations with sponsors and prize donors.

- Manages the Monthly and Recurring Giving program, including donor relations, acquisition appeals and campaigns, as well as recognition and stewardship activities.
- Collaborates with Communications and Marketing team on digital fundraising strategies to promote giving programs in newsletters, social media, and on the website.

**Qualifications:**

- Post-secondary degree in a discipline related to the duties of the position or an equivalent combination of training, experience, and professional affiliation.
- Minimum of four years of experience in supporting fundraising activities and/or events.
- Working knowledge of Raiser’s Edge or other fundraising specific databases.
- Demonstrated ability to independently organize and prioritize multiple tasks, and plan and achieve established goals.
- Superior oral and written communication skills, with a variety of internal and external contacts.
- Demonstrated skill in writing concise, logical, grammatically correct and compelling correspondence, proposals, and reports.
- Ability to motivate and work effectively with individuals and groups, especially volunteers.
- Ability to work effectively in a team and foster good team relations.
- Polished interpersonal skills.
- Computer software proficiency is required in the Microsoft Office suite of programs (Outlook, Word, Excel, Access and PowerPoint)
- Sound mathematical and analytical skills.

Flexible work arrangements may be available including a combination of in-office and at-home work. Valid driver’s license and access to a vehicle is required.

**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:**

Qualified candidates are invited to submit a detailed cover letter and resume in confidence by 5:00 pm, on Monday Jan 23<sup>rd</sup> 2023 to [VHFHR@viha.ca](mailto:VHFHR@viha.ca). Please include “**Development Officer**” in the subject line. A full job description is available upon request.

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.