



VICTORIA HOSPITALS  
FOUNDATION

*Giving makes us all better*

**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 collaborate on and support various development activities of the Foundation's Annual Giving appeals and assist with the implementation of an annual strategy to develop and steward donor and stakeholder relationships.

Reporting to the Manager, Events & Annual Giving, our ideal candidate has prior experience supporting fundraising activities and/or events, strong computer and interpersonal skills and a passion for third-party/community fundraising.

Key Responsibilities	Expectations
Project Management & Implementation	<ul style="list-style-type: none"><li>• Develops, implements, and monitors annual plans for the delivery of assigned programs and special events including project plans, goals, timelines, deliverables, and resource implications</li><li>• Identifies, develops, evaluates, and recommends new fundraising projects that will attract support from annual gift donors and enhance the foundation's mission</li><li>• Develops a strategy for renewing &amp; upgrading existing annual gift donors, recovering lapsed donors, and acquiring new annual gifts</li><li>• Reviews, analyzes and determines the effectiveness of assigned fundraising programs and initiatives (e.g. funds raised, participation rates, renewal rates, acquisition rates, average gifts, and multi-year comparisons)</li></ul>

Multi-Channel Fundraising Appeals & Special Events	<ul style="list-style-type: none"> <li>• Collaborates with the Development team on all facets of VHF-led Fundraising Events and Galas</li> <li>• Solicits sponsorships through customized proposals and face-to-face meetings, securing multi-year commitments where possible</li> <li>• Coordinates the organization of special fundraising events and other engagement activities</li> <li>• Drafts, reviews, and edits event communications including solicitation letters, proposals, guest emails, and fulfillment reports</li> <li>• Oversees the Monthly, Recurring, and Tribute Giving programs including donor relations, acquisition appeals and campaigns, as well as recognition and stewardship activities</li> <li>• Administers the Public Lottery program including strategy development, vendor relations, implementation and activation, and donor relations with sponsors and prize donors</li> </ul>
Third-Party Fundraising	<ul style="list-style-type: none"> <li>• Supports Independent Special Events and Cause Related Marketing initiatives</li> <li>• Helps to develop resources to support third party fundraisers including toolkits, branding guidelines, solicitation and stewardship templates, etc.</li> <li>• Identifies and segments various groups that have an affinity (or potential affinity) for the Victoria Hospitals Foundation</li> </ul>
Collaboration & Cross-program Coordination	<ul style="list-style-type: none"> <li>• Collaborates with Communications and Marketing team on digital fundraising strategies to promote giving programs in newsletters, social media, and on the website</li> <li>• Works closely with the Philanthropy Manager and team on various fundraising strategies to grow the Monthly, Recurring, and Tribute Giving programs revenue</li> </ul>
Donor Relations	<ul style="list-style-type: none"> <li>• Facilitate donor and recognition events such as Hospital Tours, Sponsor Lunches and VIP Receptions</li> <li>• Leads guest relations for VHF-led events including promotion, ticketing, recognition, and stewardship</li> <li>• Supports the implementation of sponsor benefits and stewardship activities for sponsorship gifts to the Foundation</li> </ul>

**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' 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.

Salary range is \$52,000 - \$70,000, plus a comprehensive benefits package.

**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 to [VHFHR@islandhealth.ca](mailto:VHFHR@islandhealth.ca). Please include "**Development Officer**" in the subject line. A full job description is available upon request. The position will remain posted until filled.

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.