



## 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 2022/23, over \$12.9 million was raised to support our hospitals, including gifts from over 5,200 donors. Since 1989, the Victoria Hospitals Foundation has raised more than \$193 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. This will include the implementation of an annual strategy to develop and steward donor and stakeholder relationships through a variety of fundraising appeals and programs.

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:

- Spearheads and collaborates on the solicitation, activation, and stewardship of sponsorships across multiple events and programs. This includes drafting, reviewing, and editing sponsorship communications as well as soliciting sponsorships and live auction donors through customized proposals and face to face meetings.
- Manages the intake process for community events, corporate fundraisers, and peer to peer fundraising requests, engaging with the VHF team as appropriate.
- Collaborates with the Marketing and Communications team on the strategic and tactical promotion of the public lotto and Peer-to-Peer programs.
- Works with Marketing and Communications to develop resources to support third party fundraisers including toolkits, branding guidelines, solicitation, and stewardship templates, etc.
- Develops and implements guest engagement strategies including pre-event communications plans, guest information collection and preference tracking, seating charts, etc.
- Leads sub-events related to VHF special events including but not limited to Tasting Lunches, Sponsor Lunches, VIP Receptions, and Recognition Events.
- Supports recognition, stewardship, and post-event cultivation activities for all event donor groups.

- Leads the implementations of the Monthly Giving strategy and the “In Memory” and “In Honour” fundraising strategies.
- Collaborates with Communications and Marketing team on digital fundraising strategies to promote giving programs in newsletters, social media, and on the website.
- Attends community and networking events to represent VHF with existing and prospective supporters.

### **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 \$54,000 - \$74,000, 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, supportive and approaches feedback as an opportunity to learn and grow, seeking understanding of different perspectives. We lead by example, hold ourselves to a high standard of professionalism and share the same core values: **Embody trust; Champion Island care; Foster meaningful donor journeys; Elevate and celebrate everything 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. This position will be open until filled. A full job description is available upon request.

To note: In collaboration with Island Health requirements, any offer of employment will be contingent on the provision of proof of a double COVID-19 vaccine.