



Senior Coordinator, Database & Data Entry

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, the 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 **Senior Coordinator, Database & Data Entry** to join our team! This full-time permanent role will report to the Manager, Finance & Administration and support both the Finance & Administration and Development & Fundraising Operations teams.

The Senior Coordinator, Database & Data Entry is responsible for accurate entry of gift information and associated bank deposits, maintaining donor records, supporting data projects and health, and maintaining databases including Microsoft Access and Raisers Edge NXT. This position also supports lotteries, technology implementation/integration, ensuring gift entry is completed in a timely manner for the monthly accounting cycle and general administration for the Victoria Hospitals Foundation.

Key Responsibilities:

- Performs bank deposits and gift/batch entry to Raisers Edge NXT.
- Performs gift entry on a variety of types of gifts, including but not limited to cash, cheque, credit card, on-line, gift in kind, JustGiving, Race Roster, CanadaHelps, and Givergy.
- Maintains and updates process documents for gift coding and entry.
- Prepares all gift coding worksheets for Manager approval – collaborates with other teams to understand what the purpose of the data is and how it will be used.
- Supports VHF data management as a member of the technology/database team, recommends data clean-up/efficiencies, ensures data accuracy and health, creates process improvements.
- Supports the maintenance, upkeep and building of Access databases.

- Supports VHF’s fundraising initiatives through data imports and exports, analytical reports, donor ratings, and other requests.
- Supports general office administration when back up help is needed.

This position will work primarily in the VHF office.

Qualifications:

- Post-secondary diploma in office administration, or equivalent training and experience.
- Minimum of two years of experience in administration and data entry.
- Demonstrated experience using Raiser’s Edge software (or a comparable relational database).
- Ability to use MS Office proficiently (Excel and Access).
- Ability to use MS Office efficiently (Outlook, Word).
- Experience working in the not-for-profit sector.
- Demonstrates strong attention to detail, critical thinking and problem solving.
- The ability to work with high volumes of work and meet timelines and manage the ebbs and flow.
- Excellent communication skills, both oral and written.
- Ability to work effectively in a team and foster good team relations.
- Ability to be a self-starter.

Total Compensation Package:

The base salary hiring range for this position is \$51,000 – 61,000

The base salary range for this position is \$51,000 – 69,000.

This is based on a 37.5 hour workweek.

The total compensation package also includes a comprehensive extended benefit package starting immediately, and participation in a defined benefit pension program after 3 months. The time off program includes 4 weeks of vacation per year, paid sick time and other time off to support personal wellbeing. A hybrid work situation may be considered based on experience in the position.

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 resume and cover letter to VHFHR@islandhealth.ca. Please include “**Senior Coordinator, Database & Data Entry**” 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.