



Philanthropy Manager

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 Health Centre. 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 2023/24, over \$15.4 million was raised to support our hospitals, including gifts from over 6,600 donors. Since 1989, the Victoria Hospitals Foundation has raised more than \$209 million to benefit our hospitals. Our community has generously funded thousands of pieces of urgently needed medical equipment and special projects to help these hospitals provide care to all 885,000+ residents of Vancouver Island.

We have an exciting opportunity for a **Manager, Philanthropy** to join our team! This new and full-time permanent role will report to the Associate Director, Philanthropy.

The Manager, Philanthropy is a proven major gift fundraiser and non-profit leader. They will manage a major gift and prospect pipeline and mentor their direct reports. This role leads the annual stewardship activities for all philanthropy gifts, ensuring alignment to the Foundation's Recognition Policy through oversight of stewardship letters, impact reports and donor recognition events. Additionally, this role will help to develop strategies and initiatives that support the cultivation and solicitation phases of the annual campaign donor cycle. This role will bring strong, donor-centric writing and editing skills to the team.

The Manager, Philanthropy is an active member of the VHF Management and Philanthropy teams and will supervise a Philanthropy Associate and a Recognition Associate.

Key Responsibilities:

- Manages a pipeline of up to 100 individual and corporate donors and prospects. Works to build long term relationships through the creation and implementation of custom donor strategies.
- Evaluates the pipelines and custom donor strategies of team members to ensure annual revenue goals and KPIs are met.

- Leads the philanthropic components of the Foundation’s micro-campaigns, such as Giving Tuesday, with the goal of targeting specific donor segments such as lapsed donors and corporate prospects.
- Oversees the creation of both custom and campaign stewardship letters, speaking notes and impact reports, including writing, editing, and reviewing initial drafts. Supports the creation of proposals and solicitation letters through the editing and review process.
- Supports with the development and execution of cultivation and solicitation initiatives that support the Foundation’s annual fundraising campaigns.
- Supports donor retention strategies within the Foundation and creates stewardship and cultivation initiatives to ensure major gift retention is met and falls well within the industry best-practice.
- Supports the creation of equipment related assets, including descriptions, photos, caregiver quotes and stats.
- Serve as mentor, coach and role model with respect to best practice major gift fundraising.

Qualifications:

- Bachelor's degree in a relevant field or five years or more of professional experience in major gifts and/or campaign management is required.
- A minimum of three years leadership experience is required.
- Professional certification (CFRE) in progress or achieved is an asset.
- Excellent writing and editing skills. Demonstrated skill in writing concise, logical, grammatically correct and compelling correspondence, grant proposals, articles, speeches and reports.
- Exceptional and proven relationship management skills
- Valid driver’s license and access to a vehicle is required.
- Current knowledge of privacy legislation(s)
- Significant experience working with major gift donors.
- Ability to speak effectively and persuasively to individuals and groups.
- Excellent organizational and follow-through skills including the ability to manage multiple projects and see projects through to a timely completion.
- Demonstrates excellent judgment and interpersonal skills.
- Highly organized, goal-oriented, self-motivated, reliable, and detail-oriented.
- High regard for privacy and confidentiality of business information.

Total Compensation Package:

The base salary hiring range for this position is \$78,080 – \$95,000.

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This salary 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.

Ideal start date: January 2025, but open to an earlier time frame if desired.

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, resume and writing sample in confidence by to VHFHR@islandhealth.ca. Please include **“Manager, Philanthropy”** in the subject line. This position will be open until filled. A full job description is available upon request.