



Fundraising Operations Coordinator

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 and Victoria General 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 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 **Fundraising Operations Coordinator** to join our team in a new position! This full-time permanent role works in conjunction with the Fundraising Operations Officer in the coordination, analysis, integration, and use of fundraising data, processes, and technologies to support strategies of the Victoria Hospitals Foundation.

Reporting to the Director of Development, our ideal candidate embraces technology and has an aptitude for data processing, reporting, and analysis. Task management will be key as this position, within the fundraising operations portfolio, will work cross-departmentally with all teams in the organization.

Key Responsibilities:

- Runs and maintains reporting and tracking processes for the fundraising teams across all departments.
- Runs and maintains automations and integrations between different data sources and technology platforms.
- Ensures all fundraising data is accurate, properly stored and easily accessible to staff.
- Runs daily and weekly data health queries as assigned.
- Generates and updates VHF database wide ratings and rankings in coordination with the fundraising teams.
- Produces and reviews donor lists for accuracy for campaign mailings, direct mail, newsletters, email marketing, and other initiatives.
- Plays a key role in the activation of our event technology for galas as well as auction solicitation lists and guest list management support
- Processes player data for public lotteries.
- Supports our recognition programs including donor walls, Annual Report donor listing, and stewardship tracking.
- Generates tax receipts for monthly donors, gift-in-kind donations, signature event transactions, and independent special events with individual donor data in conjunction with the Finance team.

Qualifications:

- A degree, diploma or certificate in a related discipline or an equivalent combination of experience and education
- 2+ years of similar work experience
- Demonstrated experience using Raiser’s Edge software, or a comparable relational database system
- Proficiency at prioritizing and managing diverse and changing tasks
- High attention to detail
- An analytical mindset

Flexible work arrangements may be available including a combination of in-office and at-home work.

Total Compensation Package:

The base salary hiring range for this position is \$46,890 - \$55,000.

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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. Flexible work arrangements may be available (including a combination of in-office and at-home work) 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 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:

We welcome qualified candidates to submit a detailed cover letter and resume to VHFHR@islandhealth.ca. This position will be open until successfully filled. Interviews will be scheduled as applications are received. A full job description is available upon request.

Please include “**Fundraising Operations Coordinator**” in the subject line.