



Development 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 **Development Coordinator** to join our team! This is an ideal opportunity for someone looking to launch their career in fundraising and gain hands-on experience in donor engagement and development. This full-time permanent role is heavily involved in the execution of annual giving appeals including our signature galas, community events, Payday lotto, and supporting direct response donor relations. In addition, this role provides administrative support for donor correspondence and activities, and this could include writing, database updates and event logistics at donor events.

Reporting to the Manager, Events and Annual Giving, our ideal has prior administration experience and excels in a fast-paced environment. Good project management and communication skills are required in this in-office position.

Key Responsibilities:

- Provides administrative support for the coordination of committee meetings (agendas, meeting minutes), event logistics, guest RSVPs, and mass communications.
- Administers the In-Kind, Payday Lotto, and Caring Spirit programs, supporting both communications and promotional activities.
- Conducts auction solicitation calls and sends follow up emails to foster relationships and secure donations.
- Supports the VHF sponsorship program by creating and tracking status of all agreements and invoices.
- Researches and identifies new auction donor prospects to grow the In-Kind program and donor database.
- Coordinates and maintains the data management and CRM processes for Development team programs, tracking year-round donor and sponsor engagement activities.
- Coordinates all Development Team mailings and processes returned mail.
- Assists front desk phone and office coverage when needed.

Qualifications:

- Post-secondary diploma in office administration, or equivalent training.
- Experience using Microsoft Office Suite including Excel and Outlook.
- Experience working in the not-for-profit sector and with a donor management system preferred.
- Excellent computer skills.
- Self-motivated with experience in fast-paced working environments.
- Superior attention to detail.

This position will be based in the VHF office at the Wilson Block at Royal Jubilee Hospital.

Total Compensation Package:

The base salary hiring range for this position is \$48,770 - \$58,000.

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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.

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 **"Development Coordinator"** in the subject line.