



Leadership & Legacy Giving 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, 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 2024-25, more than \$24.2 million was raised from over 5,635 donors to bring innovation to the forefront of patient care in Victoria. Since 1989, the Foundation has raised over \$233 million to benefit Vancouver Island's acute care hospitals, which serve the region's 930,000+ residents.

We have an exciting opportunity for a part-time **Leadership & Legacy Giving Coordinator** to join our team! This permanent, part-time role (24 hours per week) is responsible for supporting the Legacy Giving and Leadership Giving programs with administrative support, outreach and event logistics. Responsibilities also include supporting the fundraising activities of volunteer fundraising committees, updating donor records, and supporting the administrative needs of fundraising campaigns.

Reporting to the Associate Director, Leadership and Legacy Giving, our ideal candidate has experience working in the not-for-profit sector, has excellent organizational skills and can work independently and as part of a team.

Key Responsibilities:

- Coordinates event logistics for two key annual events including invitations, guest lists, catering and day of details for departmental events.
- Provides support to volunteer fundraising committee members and Leadership and Legacy Giving team members by customizing giving materials or information for cultivation, solicitation and stewardship activities.
- Assists with estate administration by ensuring legal documents are returned to executors and tracked appropriately along with other communications with executors.
- Organizes volunteer committee meetings including booking the room, coordinating catering and materials.
- Supports and tracks naming opportunity requests with briefing notes, cataloging options, liaising with vendors, etc.

- Supports Committee led events and initiatives, including tracking RSVPs, coordinating logistics and supporting the event leads.
- Provides support for strategic physician fundraising, including coordinating content for proposals, customizing promotional materials and asks.
- Liaises with Island Health and other stakeholders to the Foundation to support fundraising initiatives.
- Acts as a backup for reception, when needed.

Qualifications:

- Post-secondary diploma in office administration, or equivalent training and experience.
- Experience using Raiser's Edge, or a comparable relational database preferred.
- Ability to use MS Office efficiently (Outlook, Word, Excel and Access).
- Experience working in the not-for-profit sector, specifically in philanthropy.
- Demonstrates strong attention to detail.
- Self-motivated with experience in fast-paced working environments.
- A positive attitude and "get the job done" work ethic
- The ability to balance competing priorities.
- Excellent communication skills, both oral and written.
- Ability to work effectively in a team and foster good team relations.

This is an in-office position. Planned hours are 6 hours per day and 4 shifts per week. (Days per week to be determined).

Total Compensation Package:

- The base hourly hiring range for this position is \$25.45 - \$30 per hour.
- The base hourly range for this position is \$25.46 – \$34.45 per hour.
- This position will be scheduled for a 24-hour work week.

The total compensation package also includes a comprehensive extended benefit package starting immediately. 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 "Leadership & Legacy Giving Coordinator" in the subject line.