

SENIOR COORDINATOR DATABASE & DATA MANAGEMENT



Join a dynamic team that is making significant impact on the advancement of healthcare on Vancouver Island.

The Victoria Hospitals Foundation is a leading philanthropic organization on Vancouver Island that champions giving through prudent stewardship to advance and elevate care at Royal Jubilee and Victoria General hospitals. As a charitable partner of Island Health, we raise funds to invest in priority and best-in-class medical equipment, caregiver education, research, and special projects.

In 2025/26, more than \$37.5 million was raised from over 5,314 donors to bring innovation to the forefront of patient care in Victoria. Since 1989, the Foundation has raised over \$270 million to benefit Vancouver Island's acute care hospitals, which serve the region's 930,000+ residents.

We are seeking a highly organized and driven **Senior Coordinator, Database & Data Management** to join our Finance & Administration team, supporting gift processing, database administration, data quality, and reporting.



Reporting to the Manager, Finance & Administration, this role helps ensure accurate donor data, reliable reporting, and effective systems that support VHF's fundraising success.



Key Responsibilities:

Gift Processing & Financial Administration

- Process, code, batch, and deposit donations accurately in Raiser's Edge NXT and related systems, meeting accounting and reporting deadlines.
- Allocate gifts to appropriate equipment, projects, campaigns, or restrictions.
- Support tax receipting, campaign processing, and related fundraising administration.

40% of equipment in our hospitals is funded by donors in our community



Database Administration & Data Quality

- Maintain donor and constituent data integrity across organizational systems by identifying, investigating, and resolving data quality issues.
- Develop and maintain data processes, procedures, and documentation.
- Support database imports, exports, list development, segmentation, and other data management initiatives.

Reporting

- Develop and maintain reports and dashboards that support financial reporting, campaign tracking, donor analysis, and operational decision-making.
- Use Excel, Power BI, Access, and Raiser's Edge NXT to produce meaningful insights and performance reporting.

Technology & Process Improvement

- Maintain and support databases and related systems.
- Identify opportunities for automation, process improvement, and technology enhancements.
- Assist with system implementations, integrations, and database-related projects. Explore emerging technologies, including AI-enabled tools, to improve operational efficiency.

9,600

+

Staff & physicians at RJH and VGH benefit from donor-funded leading-edge tools, research funding, and education support



Experience & Qualifications:

- Post-secondary education in business administration, information systems, data analytics, or a related discipline.
 - Minimum two years of experience in administration, data entry, data management, or a related field.
 - Experience with Raiser's Edge NXT or a comparable relational database.
- Experience in a non-profit, fundraising, or data-focused environment is an asset.



Technical Skills:

- Advanced Microsoft Excel skills, including formulas, pivot tables, data analysis, and reporting.
- Strong Microsoft Access skills, including database maintenance and development.
- Experience with Power BI, dashboard development, and data visualization.
- Experience working with relational databases and large datasets.
- Proficiency with Microsoft Office, including Outlook, Word, and Teams.

Skills and Abilities:

- Exceptional attention to detail and commitment to data accuracy.
- Strong analytical, problem-solving, and prioritization skills.
- Ability to manage high-volume workloads and meet deadlines.
- Excellent communication and collaboration skills.
- Curiosity, initiative, and a continuous improvement mindset.
- Ability to work independently and contribute positively to a team environment.



Total Compensation Package:

- The base salary hiring range for this position is \$56,330 - \$63,500.
- The base salary range for this position is \$56,330 - \$76,210.
- This salary is based on a 37.5-hour work week with core hours 8:30-4:30.

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.

This is an in-office position in the VHF office at the Wilson Block at Royal Jubilee Hospital, with the flexibility to work remotely one time per week.

Why Join Victoria Hospitals Foundation?

At VHF, exceptional healthcare begins with community generosity and a dedicated team working behind the scenes. We offer:

- Meaningful work that directly improves healthcare on Vancouver Island.
- A collaborative, supportive, and values-driven culture.
- Work with an organization that values trust, accountability, learning and professional growth.



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 **"Senior Coordinator, Database & Data Management"** in the subject line.

