

# Job Posting

## **Philanthropy/Event Assistant, Vancouver Island**

Full-time, Permanent

Victoria, BC

1819-32

### **What we do**

At BC Children's Hospital Foundation, we're on a quest to ensure every kid in the province receives the best health care imaginable. As a fundraising organization, we inspire communities and people to support BC Children's Hospital, along with its world-class research institute, mental health facility and rehabilitation centre.

Our work makes a profound difference. From helping get the boldest research ideas off the ground to supporting the most advanced equipment, together we are pushing the boundaries of what's possible in children's health care. This is no small task—which is why we're looking for passionate people to join our team and help propel our mission forward.

### **What you'll do**

We are seeking a dynamic experienced administrative professional/event assistant who is inspired by our cause to support the fundraising activities on our Vancouver Island Team. This position will provide administrative support to the Philanthropy Manager for Vancouver Island and event administration and logistical support for our annual Festival of Trees.

This position is critical to a streamlined and efficient office operation, which enables the Manager to function and focus on the task of revenue generation and external relations. The position is pivotal in supporting a positive and productive office culture and is often the front-line contact for the department with key internal contacts and external constituencies. The clarity and quality of work will contribute to the smooth functioning of activities and initiatives of the Vancouver Island Team.

More specifically, as the Philanthropy/Event Assistant, you will:

- Provide direct administrative support to the Manager by scheduling and preparing for meetings, preparing and sending promotional materials to third party fundraisers, processing vendor invoices, formatting donor proposals, creating collateral materials and tracking expenses against the budget.
- Assist with the recognition and stewardship processes by collaborating with the Donor Relations team to draft thank you letters, create stewardship reports and assist in the planning of recognition events as needed.
- Provide administrative, logistical and relationship management support to donor events as needed (this could include arranging tours, cultivation and recognition events).

- Provide event administration and logistical support to the Philanthropy Manager and Festival of Trees volunteer committee through the coordination of committee meetings; prepare meeting materials, set up for meeting and minutes
- Be point of contact with the Festival of Trees host venue for any logistics related to the Festival of Trees kickoff event and campaign.
- Ensure that all information related to donor accounts is accurate and up to date in Raiser's Edge; this includes regular data entry of information to Raiser's Edge.
- Provide online fundraising reconciliation and support; work with internal teams on creation of online fundraising pages, troubleshooting and post fundraising reconciliation.
- Respond to routine enquiries in a timely manner. Prepare donor/supporter communications (thank you letters, certificates).
- Process donations for the department and ensure donations are recorded correctly on reports and in the database
- Respond to phone and email inquiries from parties interested in supporting the hospital.
- Create and update accounts in the donor database and online peer-to-peer system.
- Monitor, manage and order promotional and marketing materials and supplies as needed.
- Meet with families, school groups and other independent fundraisers to accept donations.
- Provide direct support for third party fundraisers from inquiry to post-event stewardship through welcome calls, best practice sharing and ongoing fundraising support.

### What you bring

As the successful candidate you have three years of previous experience in an administrative support role and/or event assistant role, and a diploma or certification in an applicable discipline (e.g, administration, marketing, fundraising etc). Previous experience working in a not for profit is an asset.

In addition to the qualifications, our ideal candidate has:

- In-depth knowledge of Microsoft Office Applications (Word, Excel, Outlook and PowerPoint) and ideally has worked with Raiser's Edge 7 or other databases.
- Strong knowledge with mail merge and large mail outs.
- Excellent interpersonal and communication skills (both written and orally), including integrity with sensitive and confidential information.
- Superior organizational skills and attention to detail.
- Excellent customer service ethic.
- The ability to work as a team player as well as work autonomously.
- Initiative and approaches work with resourcefulness.
- Experience working with senior community leaders and volunteers.
- Superior time management skills.
- A positive outlook with an inspirational vision.
- A valid Class 5 BC Driver's License and access to reliable transportation in order to travel to a variety of donor meetings and events.

## Additional Information

This position is located in our Victoria office. Occasional travel to our Vancouver office is required.

## Join Us

We believe that anything is possible. And that permeates every action we take. As a team, we push ourselves to constantly aim higher in our work. We try new things and challenge the status quo. We respect each other and act from a place of compassion in everything we do.

While we take our work seriously, we're also big on taking care of our team. We offer perks like a nine-day fortnight schedule and flexible hours, topnotch health and dental benefits, and a commitment to professional development.

We think it's a pretty amazing place. Others agree—we're proud to say that we've been recognized as one of BC's Top Employers for nine years in a row.

Seem like the right place for you? Join us and help kids shine. Apply online at [www.bcchf.ca/careers](http://www.bcchf.ca/careers) **by January 25, 2019.**