

Job Posting

Philanthropy Assistant, Victoria

Part-time, Permanent
2122-35

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

Reporting to the Philanthropy Manager, this position will support a variety of diverse fundraising activities for our Vancouver Island Team. We are seeking an experienced administrative professional who is inspired by our cause to take on the important and dynamic role!

In this role, you will contribute to our important cause by:

- Supporting the fundraising activities of 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.
- Helping ensure our donors are recognized and understand the impact of their giving by assisting with recognition and stewardship processes; this involves collaborating with our Donor Relations team to draft thank you letters, create stewardship reports and assist in the planning of recognition events as needed.
- Providing administrative, logistical and relationship management support to donor events as needed (this could include arranging tours, cultivation and recognition events).
- Providing support to the Festival of Trees committee through the coordination of committee meetings; prepare meeting materials, set up for meetings, take meeting minutes and answer questions committee members have.
- Ensuring that accurate donor records are maintained in our donor database (Raise's Edge) through timely updates and ensuring that donations are processed and recorded correctly in the database.

- Providing exceptional service to third party fundraiser organizers and donors by responding to inquiries and questions, providing required promotional materials, answering questions about the set-up of online fundraising pages and providing guidance and advice on fundraising best practices and event planning.
- Providing online fundraising reconciliation and support; work with internal teams on creation of online fundraising pages, troubleshooting and post fundraising reconciliation.
- Meeting with families, school groups and other independent fundraisers to accept donations.
- Participating in our gratitude calling program, thanking donors over the phone for their support of BC Children's Hospital

What you bring

As the successful candidate you have one to three years of previous experience in an administrative support 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); experience with Raiser's edge or other databases is considered an asset.
- 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 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.

What you can expect

This is a remote position based in Victoria. In this role, you would work primarily remotely, but would be expected to participate in in person meetings, events or tasks when required.

This is part-time position. We expect this role to work approximately 20 hours per week; days and shift times are flexible and will be discussed prior to start.

Throughout the pandemic, BCCHF has committed to prioritizing the health and safety of our team members. As an organization who advocates for child health, we have implemented a mandatory vaccination policy requiring that all employees who work for BCCHF must be fully vaccinated against COVID-19. Reasonable accommodations will be made upon request should there be a need for an

exemption based on the *BC Human Rights Code* protected grounds; these will be reviewed and discussed on a case-by-case basis.

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 remote work options, 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 12 years in a row.

BCCHF invites and encourages all qualified individuals to apply. As an organization committed to fostering an inclusive workplace that reflects the diversity of the communities we serve and support, we welcome individuals whose experiences may further contribute to the rich diversification of skills, knowledge, and backgrounds at the Foundation.

Seem like the right place for you? Join us and help kids shine. Apply online at by **January 23, 2022** at <https://www.bcchf.ca/join-team/>.