

**Position Title:      Development Coordinator, Campaign**

**DEPARTMENT:      Philanthropy**

**REPORTS TO:      Manager, Campaign**

Joining a team of passionate, collaborative fundraisers supporting one of BC's leading critical care hospitals, the Development Coordinator, Campaign will play an instrumental role in administrative activities related to Royal Columbian Hospital Foundation's redevelopment campaign.

Working with the Manager, Campaign, the coordinator will be responsible for ensuring our fundraisers and volunteer campaign cabinet members have the resources they need for identifying, cultivating, and soliciting major gifts.

This position will also provide administrative support to other members of the Philanthropy team, including data entry, event logistics, stewardship activities, and calendar management.

#### **ABOUT ROYAL COLUMBIAN HOSPITAL**

Royal Columbian provides the highest level of care to the most critically ill and injured from throughout the region and province. We are a provincial referral centre for cardiac care, trauma, neurosciences, high-risk maternity, neonatal intensive care, and mental health. No other hospital in the province provides this level of care, or offers all these services, on one site or in such high volumes.

#### **ABOUT THE FOUNDATION**

Royal Columbian Hospital Foundation (RCHF) is an independent charitable organization that raises millions of dollars each year to fund major projects, priority equipment needs, facility enhancements, research, education and innovation at RCH.

Supported by thousands of individuals, businesses, community groups and foundations, RCHF strives to achieve its vision to inspire giving and grow funding so patients have access to the best in health care at Royal Columbian Hospital.

#### **KEY AREAS OF INVOLEMENT**

The Development Coordinator, Campaign will:

- Research and create prospect profiles
- Collect and track financial and donor data
- Create reports for campaign metrics
- Draft briefing notes, meeting agendas and manage meeting calendars
- Take minutes and document actions



- Support Philanthropy events
- Accurately capture donor activity using the moves management cycle in the Foundation's CRM database (Raiser's Edge/NXT)
- In collaboration with our hospital partners, provide accurate reporting for our donor-specified funds
- Accurately track and create reporting for donor recognition within the hospital
- In collaboration with the Engagement team, provide content for our monthly campaign cabinet e-newsletter
- In collaboration with the fundraisers and our preferred vendor, accurately track and schedule the installation of our donor monthly billboards
- Provide front desk coverage for the Foundation office as required
- Perform other duties as required by the organization.

## **QUALIFICATIONS**

A university degree with two years minimum experience or an equivalent combination of education and experience in fundraising or a related industry (e.g. banking, wealth management, etc.). Experience in a health care environment and with capital campaigns is an asset.

## **PROFESSIONAL/TECHNICAL CAPABILITIES**

- Outstanding written and verbal communication skills
- An excellent customer service attitude
- Proven ability to multi-task in a busy environment, to work well under pressure, and to prioritize tasks appropriately while meeting time-sensitive demands
- Exceptional organizational skills and attention to detail
- Proficiency in MS Office
- Working knowledge of appropriate applications such as Raiser's Edge/NXT; ability to generate reports and queries
- Physical ability to perform the duties of the position
- Valid BC driver's license and access to a personal vehicle
- Willingness and ability to work evenings and weekends, as required.

## **COMPETENCIES**

- Actively seeks opportunities and challenges for personal learning, character building and growth
- Models qualities such as honesty, integrity, resilience, and confidence
- Listens well and encourages open exchange of information and ideas
- Demonstrates business acumen by efficiently and effectively identifying and managing human, financial and information resources
- Creates connections, trust and shared meaning with individuals and groups



- Thinks analytically and conceptually – questioning and challenging the status quo to identify issues and solve problems.

## **BENEFITS**

- A comprehensive benefits package which includes extended health, dental, insurance, and health spending account
- Wellness spending account to support a healthy lifestyle
- Municipal Pension Plan (MPP)
- Generous Professional Development Program to develop employees through educational programs, professional designations, conferences, and other learning activities
- Generous vacation policy where all team members start at 20 days of vacation per year (prorated based on the start day for the first year)
- A collaborative and supportive working environment.

*RCHF is an equal opportunity employer committed to hiring on the basis of merit. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, genetic information, national origin, protected veteran status, disability status, or any other characteristic protected by law.*

*RCHF celebrates diversity and is committed to creating an inclusive environment. Through a rich diversity of skills, knowledge, backgrounds and experience, we are better able to serve our community. We encourage all qualified individuals to apply.*

To apply, please send your cover letter and resume via email to:  
[career@rchfoundation.com](mailto:career@rchfoundation.com)