

Job Profile

PHILANTHROPY ASSISTANT - P/T (0.8 FTE)

Summary of Role:

The Administrative Assistant supports our active Philanthropy team. The ideal candidate will be an organized, enthusiastic administrator who will provide support for numerous projects, ensuring positive communication and coordination between Foundation staff and our external stakeholders.

- Responsible for administrative support to the Philanthropy Team; specifically for Capital Campaigns, Major Gifts and Legacy Giving programs
- Coordinates the Physician Engagement Program
- Coordinates and maintains the annual Capital Equipment List
- Is committed to a donor-centered approach in all activities and ensures a high standard of service to our donors

Reports to:

- Director, Philanthropy

Direct Reports:

- None

RESPONSIBILITIES:

Major Gift Administrative Support:

- Assists or leads in the preparation of funding proposals, briefing notes for donor meetings, mail outs and special invitations, monthly status reports, pledge reminder letters, gift of stock transfer forms and process, and prospect research management
- Supports donor cultivation and stewardship activities
- Schedules meetings and prepares meeting briefs
- Takes minutes and action items at meetings as requested
- Communicates regularly with leadership volunteers
- Updates fundraising CRM (thankQ) to reflect donor activity
- Prepares correspondence as requested

Legacy Giving Program:

- Prepares materials and packages as needed
- Coordinates mail outs to prospects and donors
- Provides event support for legacy giving seminars and events

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Last updated: May 15, 2022

Annual Giving Program:

- Compiles and sends new donor welcome packages
- Supports End of Year mailing campaigns

General Philanthropy Team Support:

- Collates monthly program reports and prepares draft Board Report
- Coordinates annual Foundation Work Plan process
- Maintains the philanthropy office files, campaign meeting binders, and committee and project binders as assigned.

EDUCATION AND EXPERIENCE:

- A minimum of completion of secondary school
- Post secondary course work is an asset
- A minimum of three years administrative support

KNOWLEDGE, SKILLS AND ABILITIES:

- Extremely detail-oriented with excellent proof-reading, grammar, and spelling skills
- Superior planning, organization, and time management skills
- Positive, enthusiastic, and committed team player
- Demonstrated high degree of initiative, judgement and problem-solving ability
- Communicative and engaging, with excellent listening skills
- Strong work ethic with proven ability to successfully work cross-functionally within a team environment to complete projects and handle multiple priorities and projects simultaneously
- Strong computer software skills and some familiarity with databases, including knowledge of Windows, Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams), Adobe Acrobat
- Ability to work independently and be flexible and responsive to the needs of our team
- Excellent ability to monitor and adhere to deadlines and timelines
- Can-do attitude with flexibility to work weekends and evenings as required
- Strong commitment to inclusion, diversity, equity, and access (IDEA)
- Knowledge of non-profit sector an asset



ADDITIONAL INFORMATION

This position will be based in our offices located in Peace Arch Hospital, with the ability to work remotely and/or from a home office location as appropriate. This is a 0.8 FTE (30 hours per week) with flexibility in the working schedule.

The salary range for this position is \$27,000 - \$36,000 per annum, plus a comprehensive vacation and benefits package including: 3 weeks' vacation; group benefits plan; health & wellness program; and pension plan.

By order of the Public Health Officer for Acute Care sites, the candidate must have received or be willing to receive the full COVID-19 vaccination by date of hire to be considered. Proof of vaccination is required.

At Peace Arch Hospital Foundation, we promote equality and challenge discrimination. We recognize the value of diversity in the workplace and welcome applications from people of all backgrounds, nationalities, gender identities, sexual orientations, religions and beliefs. Peace Arch Hospital Foundation provides equal opportunity in employment and encourages applications from all qualified candidates. Reasonable accommodations due to disability are available on request at any stage of the hiring process.

Peace Arch Hospital Foundation respectfully acknowledges the history, language, and culture of the Semiahmoo First Nation whose unceded and traditional homeland we conduct our work on.