



EAGLE RIDGE
HOSPITAL
FOUNDATION

Location: Eagle Ridge Hospital, Port Moody, BC

Job Type: Permanent, Full-Time

Job Title: Foundation Coordinator

About Eagle Ridge Hospital Foundation (ERHF)

Eagle Ridge Hospital Foundation's mission is to enhance the delivery of health care services in the Tri-Cities through philanthropy and advocacy. ERHF has been raising funds for Eagle Ridge Hospital, and community health care, contributing over \$44 million since 1982, bringing new medical equipment and technology to the hands of our health care teams, ensuring the best possible health care is provided to our community. ERHF has recently completed a \$5M campaign for the expansion and redevelopment of ERH's Emergency Department, as well as a \$2.1M Medical Imaging Campaign. The Foundation raises funds through annual campaigns, individual and corporate giving, corporate sponsorship, grants, service organizations, special events, and legacy programs.

Why Join Us?

This is an excellent opportunity for an experienced office administrator, who is looking to support a dynamic team, within a health care environment. This is an on-site, full-time permanent position with the successful candidate entitled to 3 weeks of vacation with a competitive benefits package, a Municipal Pension Plan (MPP), and professional development opportunities, while working with a passionate and dynamic team.

At Eagle Ridge Hospital Foundation, we believe in, and promote a diverse, inclusive, and equitable workplace culture to empower and create opportunities for all. We welcome and encourage people of all backgrounds, nationalities, gender identities, sexual orientation, religion, and beliefs to apply.

Summary

The Foundation Coordinator is a vital member of the Foundation Team, who is committed to funding and advocacy for the outstanding health care at Eagle Ridge Hospital and in our community. This key position is the first point of contact for donors, volunteers, hospital staff and the public and requires a positive, friendly individual who embodies a positive and engaging attitude and the ability to work effectively within a dynamic team setting. This role also requires strong attention to detail, project coordination and implementation, organizational and time management skills.

PRIMARY RESPONSIBILITIES AND DUTIES

Administration

- Provide an effective reception service for the Foundation as the first point of contact for donors, visitors, hospital staff and the general public
- Responsible for basic finance duties, including donation processing, AP, AR, monthly reconciling, reporting and communications with Foundation bookkeeper
- Payroll tracking and entry
- Maintain inventory of Foundation materials and supplies
- Coordinate the activities of the office volunteers when required
- Assist with the coordination and application process for Foundation's annual internal funding requests
- Coordinate all IT needs with contracted suppliers



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Board of Directors and Committees

- Provide administrative support for all Board and Committee activities and communication
- Arrange all Board and Committee meetings, ensuring there is a quorum for each meeting
- Attend each Board meeting, provide IT support, taking minutes and distributing to all directors in a timely manner; attend and provide the same for Committee meetings as required

Donor Relations

- Enter all donations in CRM system and produce tax receipts/thank you letters under the guidance and supervision of the Revenue Development Manager
- Ensure tribute and in memory gifts are acknowledged with the appropriate card in a timely manner
- Collaborate closely with team members to ensure a coordinated, donor centric approach and assist with donor relation activities

Other

- Actively promote the Foundation's vision, mission, and programs
- Management of our CRM system (Raiser's Edge NXT) ensuring accuracy and best practices, including data entry, updates, reports, and queries as required
- Protect the privacy and confidentiality of donors
- Provide support and attend all ERHF signature and donor events
- Attend staff meetings, strategic planning sessions and other development related meetings and events
- Provide support to Foundation portfolios as required
- Participate in professional development associated with this role

QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- **Minimum 2 years advanced administrative experience required, with non-profit experience preferred**
- Exceptional time management and organizational skills, ability to manage multiple priorities, and have a positive attitude
- Outstanding customer service skills and a professional, warm, and courteous attitude
- Highly proficient in Outlook, Microsoft Office and experienced with CRM systems (preferably Raiser's Edge)
- High degree of accuracy, strong attention to detail and ability to problem solve
- Ability to build and maintain strong relationships with donors, volunteers, and staff
- Excellent verbal and written communication skills
- Ability to work independently and as an effective part of a team
- Ability to work outside regular work hours, when required
- Driver's license and reliable transportation

How to Apply

Please submit a resume and cover letter detailing your qualifications and interest in the position to Kristina Chung, Executive Director, at kristina@erhf.ca. Applications will be reviewed on a rolling basis until the position is filled.

The salary range for the role will start at \$60,000 per annum, with starting salary contingent on skills and experience.