



EAGLE RIDGE
HOSPITAL
FOUNDATION

Philanthropy Manager – Eagle Ridge Hospital Foundation

Location: Eagle Ridge Hospital, Port Moody, BC

Reports To: Executive Director, ERH Foundation

Position Type: Permanent, Full-time (37.5 hours/week)

About Us

Eagle Ridge Hospital Foundation supports the only hospital serving the Tri-Cities community. Since 1982, we have raised more than \$47 million to enhance patient care, fund essential medical equipment, and support vital community health programs.

Through philanthropy, partnerships, and community engagement, we help ensure our health care teams have the tools, resources, and environments they need to deliver exceptional care — close to home.

The Opportunity

We are seeking an experienced, relationship-driven Philanthropy Manager to join our growing team.

Reporting to the Executive Director, this role is responsible for managing and growing a portfolio of individual, corporate, and foundation donors, while providing leadership to a Major Gifts position. As the Foundation continues to evolve, this role may expand to include oversight of Annual Giving.

The Philanthropy Manager plays a key role in shaping donor engagement strategies, strengthening fundraising communications, and building sustainable philanthropic support to advance the Foundation's mission.

This is an opportunity for a collaborative, strategic fundraiser who thrives in relationship-based philanthropy and wants to make a meaningful impact in their community.

Key Responsibilities

Donor & Revenue Development

- Manage a portfolio of individual, corporate, and foundation donors and prospects
- Lead major and leadership gift strategies, including multi-year commitments and sponsorships
- Develop and implement effective cultivation, solicitation, and stewardship plans
- Support Board members and senior volunteers in donor engagement and solicitation activity
- Ensure strong donor recognition, reporting, and stewardship practices

Leadership & Collaboration

- Provide direct supervision, coaching, and support to a Major Gifts position
- Collaborate with the Executive Director and Communications Coordinator to develop compelling cases for support, campaign materials, donor storytelling, and stewardship assets
- Contribute to donor-facing materials including proposals, impact reports, and recognition pieces

Operations & Engagement

- Maintain accurate donor records, contact reports, and portfolio activity within the CRM system
- Represent the Foundation at donor meetings, community events, signature fundraising events, and networking opportunities, including public speaking as required
- Participate in donor recognition events and special initiatives that strengthen donor loyalty
- Availability for occasional evening and weekend commitments



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Qualifications & Experience

- 5-8+ years of progressive fundraising or philanthropy experience, with demonstrated success in relationship-based giving
- 1-3 years of leadership or supervisory experience, including coaching and supporting staff development
- Proven experience managing a donor portfolio and securing major and leadership-level gifts, including multi-year commitments
- Experience working with individual donors, corporate partners, and foundations
- Demonstrated ability to contribute to fundraising strategy, donor engagement planning, and revenue growth
- Experience supporting Board members and senior volunteers in donor cultivation and solicitation
- Experience in hospital or health care philanthropy is considered a strong asset
- Experience in estate and legacy giving is preferred
- Strong ethical standards and understanding of confidentiality and donor stewardship
- Valid Class 5 driver's licence and access to a reliable vehicle required

Why Join Us

- Opportunity to help shape and grow a dynamic philanthropy program with long-term impact
- Leadership role with influence across donor strategy, storytelling, and engagement
- Meaningful work supporting health care close to home
- Collaborative, mission-driven team culture
- Comprehensive benefits package, including Municipal Pension Plan (MPP)
- Three (3) weeks of paid vacation to start, plus statutory holidays
- Professional development opportunities
- Hybrid work model: four days in-office, one remote day per week, subject to operational needs

Compensation

Salary range: \$88,000 – \$105,000 annually, commensurate with experience.

How to Apply

Please submit your resume and cover letter outlining your qualifications and interest to:

Kristina Chung, Executive Director

kristina@erhf.ca

Applications will be reviewed on a rolling basis until the position is filled.

Eagle Ridge Hospital Foundation is committed to fostering a diverse, inclusive, and equitable workplace. We welcome applications from individuals of all backgrounds, identities, and lived experiences.