



**Job Description**  
**Foundation Assistant (4 day/week position)**  
**Delta Hospital and Community Health Foundation**  
**2021**

**Summary**

The Foundation Assistant is an integral part of the Foundation Team, which is committed to fund and promote outstanding healthcare at Delta 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 can-do attitude and the ability to work effectively within a dynamic team setting. This role also requires strong project coordination and implementation, organizational and time management skills.

**Who We Are**

Since 1988, the Delta Hospital and Community Health Foundation has worked with the community to raise funds to support Delta Hospital. We are the public face and philanthropic arm of Delta Hospital, raising funds through the charitable sector to provide quality and innovative health care services, purchase much-needed state-of-the-art equipment, fund capital projects and building improvements, and support ongoing education of medical staff that government funding alone cannot provide. Over \$57 million has been raised towards the most critical needs of the site.

The Foundation strives to ensure our community has close to home access to the highest quality health care services. We are dedicated to meeting the challenges of limited health care budgets and increasing demand for services in the Delta region.

**PRIMARY RESPONSIBILITIES AND DUTIES**

**Administration**

- Provide an effective reception service for the Foundation by being the first point of contact for donors, visitors, and hospital staff.
- Provide administrative assistance and manage calendar of the Executive Director
- Maintain inventory and Foundation materials and supplies
- Coordinate the activities of the office and event volunteer program
- Under the direction of the Annual Giving Manager, assist with the coordination and application process for Foundation's bursary and scholarship opportunities
- Coordinate all IT needs with contracted suppliers



### **Board of Directors**

- Provide administrative support for all Board activities and communication
- Arrange all Board meetings, ensuring there is a quorum for each meeting
- Attend each board meeting, taking detailed minutes and distributing to all directors in a timely fashion

### **Donor Relations**

- Enter all donations in Raisers Edge and produce tax receipts/thank you letters under the guidance and supervision of the Annual Giving Manager
- Ensure tribute gifts are acknowledged with thank you cards in a timely manner
- Coordinate with Events Manager to ensure all event related donations and payments are captured and recorded
- Submit 'In mem' column monthly to The Delta Optimist
- Collaborates closely with team members to ensure a coordinated, donor centric approach and assist with donor relation activities
- Coordinate Gifts in Kind appraisals with Delta Hospital Administration for tax receipting purposes

### **Other**

- Actively promote the Foundation's vision, mission, and programs
- Protect the privacy and confidentiality of donors
- Provide support for DHCHF Signature Events
- Attend staff meetings, strategic planning sessions on or offsite staff retreats and other development related meetings
- Attend educational and professional seminars and conferences to stay aware of trends and innovations in donor relations and fundraising.

### **Qualifications, knowledge, and skills**

- Exceptional time management and organizational skills, ability to manage multiple priorities with a positive attitude
- Outstanding customer service skills and a professional, warm and courteous attitude
- Highly proficient in Outlook, Microsoft Office and experienced with database management 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, if required
- Minimum 2 years administrative experience required

Please send resume and cover letter to [lisa.hoglund@dhfoundation.ca](mailto:lisa.hoglund@dhfoundation.ca).  
Deadline September 28, 2021.

