



Job Description
Foundation Assistant
Four- day a week position
Delta Hospital and Community Health Foundation
2024

Summary

The Foundation Assistant is an integral part of the Foundation Team, which is committed to fund and promote outstanding healthcare at the Delta Hospital Campus of Care 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 the Delta Hospital Campus of Care. 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 \$73 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 volunteers
- Coordinate the Emergency Preparedness activities
- 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 minutes and distributing to all directors in a timely fashion

Donor Relations

- Enter all donations in Raiser's 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
- 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

Other

- Actively promote the Foundation's vision, mission, and programs
- Protect the privacy and confidentiality of donors
- Provide support and attend all DHCHF Signature and donor 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

- **Minimum 2 years advanced administrative experience required**
- 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, when required

The salary range, contingent on skills and experience, will fall between \$44,000 and \$56,000 per annum, given a four-day work week.

