



Manager, President's Office & Governance

Presented By



VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult healthcare services and research for all people living in British Columbia. VGH & UBC Hospital Foundation is the leading charity investing in healthcare innovation in British Columbia and partners with donors to raise essential funds for Vancouver Coastal Health, supporting VGH, UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute, and Community Health Services.

About This Role

The President's Office provides expertise and support to the Foundation in the areas of governance, internal communications, and policy framework development and monitoring. In addition, the department also provides administrative and small-project coordination support to the President & CEO.

The Manager, President's Office and Governance plays a critical role in managing the workflow of the President's Office, the Foundation's Board of Directors and Board Committees. The Manager works directly with the President on key organizational projects and initiatives and is responsible for the direct supervision of the Executive Assistant to the President & CEO. The Manager also works closely with the Foundation's Leadership and Management Teams to manage projects, policies, meeting materials and follow-ups, and to coordinate the annual budgeting and work planning process.

Information for Candidates

This search is being led by VGH & UBC Hospital Foundation's search partner,
The Discovery Group.

If you or someone you know is interested or curious, please be in touch.

Christoph Clodius, VP, at christoph@thediscoverygroup.ca or
Laura Heikkila, Search Associate, at laura@thediscoverygroup.ca

This role will remain open until filled. Please apply with a cover letter/expression of interest and resume/CV, in a combined single document.

Candidates will be evaluated on an ongoing basis, so we are encouraging early and/or immediate applications and enquiries.

Compensation & Benefits:

This is an initial 12-month contract. The successful candidate can expect a starting salary between \$87,631 and \$99,581, depending on factors such as skills, experience, and internal equity. Once hired, salary is reviewed annually, and successful employees have the opportunity for their salary to increase over time up to the maximum of the pay band, currently \$112,527.

Additional variable pay (merit/bonus), defined benefit pension plan, extended health and dental benefits for you and your partner/children, flexible working arrangements, four weeks' paid vacation, investment in professional development and subsidized access to transit, fitness, cycling and parking facilities all contribute to a top-notch total rewards package.

Diversity, Equity & Inclusion & Belonging:

Through every part of the Foundation, we are committed to creating an equitable and inclusive workplace. We have a highly engaged cross-functional team that develops and continuously monitors policies, practices and experiences to support our journey of creating a workplace that continuously strives to improve. Guided by the input of our staff and best practices in the Global Benchmark for DEIB, our Culture Cabinet created (and received executive endorsement for) the Foundation's Diversity, Equity, Inclusion and Belonging Statement:

We're on a journey. At the Foundation, we know that "Harnessing the power of philanthropy to significantly improve specialized health care and research for everyone in British Columbia" requires a passionate, engaged, and diverse team that represents the communities we serve. Our journey of learning and acting on that learning will support our team members in uniquely contributing to our mission, and to feel that they truly belong.

Learn more here: <https://vghfoundation.ca/who-we-are/careers/>

About VGH & UBC Hospital Foundation

Our Mission:

We create and inspire a community of donors to catalyze health care innovation in BC.

Our Vision:

Healthier lives for healthier communities in BC.

Our Values:

Bold We embrace courage, creativity and forward-thinking, and are catalysts for breakthroughs, positive change and innovation.

Integrity We are steadfast in our commitment to honesty, trust, maximum impact and stewardship, and operate with purpose and transparency.

Community We are committed to people and communities, fostering relationships, collaboration and partnerships.

Based at the VGH hospital site, the Foundation's team of 100 works with an exceptional community of donors who contribute over \$40 million every year to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal health Research Institute, and Vancouver Community Health Services.

The Foundation is led by an accomplished Board of Directors which governs VGH & UBC Hospital Foundation and are ultimately responsible for our strategic direction and overall performance.

History: Since 1902, VGH has been pioneering medical advancements and providing exceptional patient care.

Learn more about the milestones that have shaped our legacy and continue to drive us forward: <https://vghfoundation.ca/who-we-are/timeline/>

For more information:

- About the Foundation, see: <https://vghfoundation.ca>.
- 2024 - 2025 Audited Financials: <https://vghfoundation.ca/who-we-are/audited-financial/>
- Foundation Leadership: <https://vghfoundation.ca/who-we-are/executive-leadership/>

Our Beneficiaries

Vancouver General Hospital: Leading Comprehensive Health Care

Vancouver General Hospital (VGH) is the largest, most specialized hospital in BC and the number one adult health care referral centre. VGH is one of only two accredited Level 1 adult trauma centres in BC, caring for 60% of adult trauma cases. VGH cares for the most complex patient needs in BC, taking referrals from across the province. Nearly half the patients come from outside Metro Vancouver for advanced treatments that are only available here. The simple truth is, if you are seriously ill or injured, our hospitals are your best chance. There are few illnesses or injuries our medical teams cannot treat, no matter how complex or rare.

UBC Hospital: Innovative Care and Research Hub

UBC Hospital excels in patient-centered care and advanced research, offering specialized treatment for non-life-threatening emergencies and surgical care. The facility includes urgent care, short-stay day surgery, diagnostic imaging services, extended care, bladder care, brain research, sleep disorders, and a range of neurology clinics.

VCH Research Institute: Driving Medical Research and Innovation

The VCH Research Institute leads in medical research and innovation, advancing health care through studies and collaborations aimed at improving patient outcomes. Comprised of acclaimed doctors, scientists, and researchers, the institute discovers new cures and treatments for many serious conditions and diseases.

GF Strong Rehabilitation Centre: Premier Rehabilitation Services

GF Strong Rehabilitation Centre is BC's largest rehabilitation centre. It provides inpatient, outpatient, outreach and clinical support services to clients and patients. It offers four unique programs: Acquired Brain Injury, Spinal Cord Injury, Arthritis, neuromusculoskeletal and a Transitional Rehabilitation Unit.

Vancouver Community Health Services: Comprehensive Community Health Care

Vancouver Community Health Services offers a wide range of health care programs and support services, ensuring accessible and quality care for all residents. The division emphasizes health promotion, prevention, primary, secondary, rehabilitative, and palliative care for all ages, from newborns to elders.

The Foundation's Key Impact Areas span 23 fields including Long-Term Care, Dementia, Women's Heart Health, Brain Breakthroughs, Cancer, Mental Health Support and Wellness, Stroke Health and Surgery to name a few. To learn more about them, see: <https://vghfoundation.ca/impact-areas/>

The Role:

Key Responsibilities

- Manages the workflow of the Foundation's Board of Directors and Board Committees and entities related to the Foundation (i.e., US Friends, Parkade Trust)
- Updates and maintains the annual Board, Committees and related entities workplans, schedules meetings, develops agendas, coordinates presenters and drafts meeting packages
- Oversees alignment of Board and Board Committees' activities with the Foundation's annual workflow and business requirements
- Organizes and ensures compliance of corporate records, including annual filings
- Oversees timeline, scheduling and materials for annual budgeting and work planning process to align with Board approval schedule
- Researches and drafts organizational policies and procedures for Leadership and Management Team approval, ensuring that policies and procedures are integrated, relevant and according to industry best practice
- Maintains Imagine Canada accreditation compliance
- Coordinates orientation of new Directors and appropriate recognition of retiring Directors
- Prepares Board orientation materials

What the Foundation Seeks in their Manager

- Experience in governance/corporate secretary/project management roles, preferably in a not-for-profit environment
- Proven success in exercising a high level of integrity and discretion in interacting with senior level management, professionals, major donors and a diverse community of stakeholders on a variety of confidential and sensitive matters
- Exceptional written and verbal communication skills
- Excellent planning, organizational and time management skills and demonstrated attention to detail
- Demonstrated problem solving skills
- Demonstrated ability to work well under pressure in a highly diverse environment with time and resource constraints



Navigating complex challenges for social profits

The Discovery Group is an international consulting firm dedicated to the social profit sector. We believe that social profit organizations can change the world. Since 2017 it has been our mission to help social profits across the globe achieve their vision and elevate community impact. We work side-by-side with our clients to help them envision change, determine how to make it happen, and put the necessary tools and skills in place for success.

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