

**JOB DESCRIPTION: Administration & Events Coordinator**

**Temporary, Part-time Employment (25 hours/week)**  
**Estimated 12 Months in Duration**

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**TITLE**

**Administration & Events Coordinator**

**REPORTS TO**

Executive Director

**POSITION OVERVIEW**

As an integral member of the KBRH Health Foundation team, the Administration & Events Coordinator (AEC) is responsible for supporting the Executive Director and Board of Directors as well as coordinating multiple aspects of events. The AEC will also support grant administration, prospecting and writing. Supplemental areas of focus include data base management, technology advancements, and office administration.

The AEC plays an important, hands-on role in the day-to-day operations that support the fundraising and administrative activities of the KBRH Health Foundation. Success in this position requires critical thinking, accuracy, efficiency, ability to learn both independently and collaboratively, and ability to multitask and remain organized.

The Foundation strives to adhere to its organizational values of integrity, respect, confidentiality and accountability. All Foundation team members are expected to understand and incorporate these values into their daily work.

**CORE COMPETENCIES**

- Relationship Building, Networking & Cold Calling
- Clear, Concise Communication Skills
- Ability to Work in a Team
- Adaptability, Flexibility & the Ability to Work Unsupervised
- Accountability & Dependability
- Accuracy, Quality & Detail Oriented
- Effective Time Management
- Sound Decision Making & Judgement
- Ethics & Integrity
- Analytical, Problem-Solving Skills

**POSITION RESPONSIBILITIES AND DUTIES**

- Supports the Executive Director as needed including the coordination of Board of Director engagement and activities
- Attends and coordinates minute taking for Board and Committee Meetings and maintains Board documentation

- Event support including planning, implementation, IT transformation, attendee management, sponsorship engagement, volunteer coordination and participant engagement. This includes leading all third-party events and supporting the team with Foundation events.
- Networking with donors and stakeholders to market donation programs and sponsorship opportunities
- Front line donor management, cultivation and communication, which may include cold calling
- Experience with public speaking
- Responsible for working in partnership with the team for administration of grant requests as well as the research and coordination of annual grant opportunities, including grant writing, support of grant funding recognition and reporting back to funders
- Responsible for working in partnership with the team with respect to the administration and updating grant tracking databases including Grant Connect
- Liaise with Interior Health management and staff as needed
- Donor database management with Blackbaud's NXT/Raisers Edge Software
- Instituting and implementation of technology upgrades and changes for the Foundation on multiple platforms including but not limited to Blackbaud NXT/Raisers Edge, Trellis, and crowd funding platforms
- Ensures appropriate filing systems are in place, including archiving and sorting files, as well as maintain current records and permanent files as required, adhering to current Privacy legislation
- Ensures deadlines are met
- Policy development as required
- Office administration as required
- Documentation of work and preparation of reports as and when required
- Documentation of policies, procedures and workflow for assigned areas of responsibility
- Performs other duties as required

#### **POSITION SKILLS AND COMPETENCIES**

- Excellent attention to detail and high aptitude for accuracy
- Demonstrates excellent interpersonal and verbal/written communication skills
- Self-directed and organized with effective time management skills and ability to multitask while effectively managing competing demands
- Ability to work confidently under pressure to meet deadlines
- Professional, pleasant and effective approach with a focus on exceptional customer service
- Connection to community and experienced at building community relationships
- Has the ability to take direction and follow instructions
- Demonstrates excellent listening skills
- Strong focus on quality
- Ability to make administrative/procedural decisions and displays good judgement
- Ability to comply with policy and procedures and follow process
- Strong problem-solving skills and ability to interpret information
- Sound analytical thinking, planning, prioritization and execution skills
- Demonstrates initiative, results oriented, excellent work ethic, positive attitude, reliable and dependable
- High level of integrity, accountability and ability to ensure confidentiality of data is maintained
- Flexible and able to adapt to change and perform other job duties as required

- Team player and donor centric focus
- Must be proficient in Microsoft Office programs including Excel, Word and Outlook
- Ability to research, advance and implement technology changes is an asset
- Experience in stakeholder engagement is an asset
- Experience in event planning, coordination and/or management is an asset
- Experience in the development and delivery of fundraising programs is an asset
- Experience working with a Board of Directors is an asset
- Experience in grant administration, writing and prospecting is an asset
- Experience working with Raiser's Edge NXT or other database applications is an asset
- Experience working in a registered charity and working with volunteer groups is an asset

#### **WORKING CONDITIONS**

- This is an on-site, in-office role which involves some off-site work related to event management and donor engagement. Applicant must have a valid Driver's License.
- Scheduling flexibility is required to attend Board or Committee Meetings during evenings as well as events that may occur outside of a standard 8 am- 4 pm workday
- Physical ability to move supplies and provide support for event set up and take down
- Occasional overtime as required to support events and meetings with time off in lieu of pay
- Manual dexterity is required to use desktop computer and peripherals
- Sensitivity and adherence to hospital policies with regards to patient care, confidentiality and safety while on site

#### **COMPENSATION**

- Salary Band: \$28.72 - \$38.86
- 25 hours/week. Willingness and ability to work additional hours when needed to support events and operations is important.
- Three weeks paid vacation, prorated to FTE, plus flex time
- Comprehensive benefits program
- Comprehensive training is provided