



# Position Specification

Vice President, Donor Services & Relations

Vancouver Foundation

Vancouver, British Columbia

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vancouver  
foundation



## Organization Description



**Vancouver Foundation** acknowledges that they carry out our work on the lands of Indigenous nations throughout colonial British Columbia. Their office is located on the unceded, ancestral, and traditional territory of the xʷməθkʷəy̓ əm (Musqueam), Sḵwx wú7mesh (Squamish) and Sel̓ílwitulh (Tsleil-Waututh) peoples.

Vancouver Foundation **funds charities and non-profits** to make meaningful impacts across British Columbia. Together with their donors, they have granted more than \$1.5 billion to charities since they were founded in **1943**. Vancouver Foundation grants to hundreds of charities and non-profits in BC every year. Vancouver Foundation is committed to reducing inequality and creating opportunities for all. They believe in the power of community to dismantle systemic barriers and build a more just and sustainable society – one where everyone can thrive today and into the future.

### HOW VANCOUVER FOUNDATION WORKS

Vancouver Foundation works with individuals, charities, and businesses to create endowment funds, most of which are permanent. The original capital is invested strategically so it can continually generate income to support charities across BC. Through its grants, the Foundation works to address the root causes of important issues, helping to build a more just and sustainable society by reducing inequality and creating opportunity for all in BC.

### FOCUS AREAS

They bring together community advisory groups – comprised of volunteers with expertise and lived experience – who guide their funding and donations to where it is needed most. These advisors complement their highly engaged and experienced staff, who are deeply connected to the communities they serve and lead their efforts in these key focus areas:

- Community Impact
- Addressing Homelessness
- Animal Welfare



- Arts & Culture
- Children & Families
- Education
- Environment
- Health
- Indigenous Priorities
- Social Services
- Youth

## Position Description

The Vice President, Donor Services is a key member of Vancouver Foundation's Executive Team, responsible for shaping and executing a strategic vision that deepens donor engagement and aligns philanthropic investments with the Foundation's mission to build healthy, vibrant, equitable, and inclusive communities across British Columbia.

Reporting to the President & CEO, this role leads the design and delivery of donor strategies that connect generosity with impact—ensuring donor interests are honored while advancing community priorities identified through Vancouver Foundation's purpose-driven approach. The VP will champion innovation in donor services, strengthen relationships with donors and advisors, and position Vancouver Foundation as a trusted partner in community transformation.

## Key Responsibilities

### ***Strategic Leadership***

- Develop and implement a long-term donor engagement strategy that aligns with Vancouver Foundation's mission, vision, and values.
- Collaborate with the Executive Team to integrate donor services into organization-wide strategies, ensuring granting decisions reflect community needs and equity principles.
- Monitor philanthropic trends and competitive landscape to anticipate opportunities and challenges in donor advised funds and community-based giving.

### ***Donor Alignment & Stewardship***

- Lead efforts to align donor granting with Vancouver Foundation's purpose, ensuring funds are directed toward initiatives that create systemic impact.
- Oversee stewardship practices that build trust, transparency, and long-term relationships with donors, fund advisors, and professional partners.
- Refine and expand gifting vehicles and fund options to meet evolving donor needs while advancing strategic priorities.

### ***Fund Development & Partnerships***

- Manage a portfolio of major donors and actively cultivate, solicit, and steward gifts from individuals, corporations, foundations, and government.
- Build and sustain relationships with wealth management professionals and advisors to grow philanthropic participation.
- Represent Vancouver Foundation at high-profile events and speaking engagements to elevate the Foundation's role as a leader in community philanthropy.

### ***Operational Excellence***

- Ensure infrastructure, processes, and technology support efficient and effective donor services.
- Lead a team of 13, fostering a culture of collaboration, accountability, and continuous learning.
- Develop annual operating plans and budgets that reflect strategic priorities and deliver measurable outcomes.
- Success in the first year can be defined by progress in the following key areas:
  - Building a high performing, connected, and engaged team culture where people feel supported, empowered, and deeply aligned with the organization's mission.
  - Establishing a focused and intentional fundraising strategy that supports the team in guiding donors to the opportunities that create the greatest mission-aligned impact.
  - Strengthening the team's communication and presentation capabilities to ensure messages are delivered with clarity, confidence, and strategic alignment.
  - Developing a targeted donor identification strategy that pinpoints the highest value prospects and clarifies where and how to effectively engage them.



- Advancing a deliberate shift toward greater unrestricted giving, supported by strong donor education and conversations that guide donors from restricted to more flexible contributions

## Candidate Abilities, Background and Experience

Recognizing the important role this position will have in Vancouver Foundation's continued growth and success, candidates are encouraged to bring a combination of education, experience, and personal attributes that align with the organization's values and mission.

### Education

- Post-secondary degree or equivalent with a specialization in communication, marketing, business, fundraising, social work, or other relevant area.
- Certified Fund-Raising Executive (CFRE) certification is considered an asset.

### Experience

- 10 -15+ years of progressive experience in a not-for-profit, community impact funds, higher education, or health foundation organizations as a senior fund raising professional or front-line leader.
- 5+ years of supervisory/management experience.
- Prior experience in managing and dealing with high-net-worth donors and major gifts (>\$1M).
- The proven ability to create, communicate and inspire a vision, set and achieve objectives, and promote and develop an environment for success.
- An innovative and bold thinker, with a track record for translating strategic thinking into action plans and output.
- Experience in strategic planning, budgeting, working with endowments, and team management.
- Experience in securing major gifts and a strong understanding of complex planned giving options.
- Proven leadership experience and the ability to generate enthusiasm and engage and motivate others around a shared vision.
- Strong communication, stewardship, and story telling abilities

## Personal / Professional Attributes Expectations

You set and steward organizational culture, alignment, and accountability across all functions.

### Head

- Understand your leadership role in shaping systems and culture through a JEDI and trauma aware and systems conscious lens.
- Model discernment and judgment in strategic planning, people development, and organizational alignment.
- Guide the organization in navigating ambiguity and making principled decisions.
- Apply strategic foresight, equity leadership, and governance practices.
- Stay current with trends, risks, and opportunities in philanthropy, equity, and social systems.

### Heart

- Embody humility, transparency, and courage in modeling VF's values.
- Show commitment to repair and accountability—even when difficult or public.
- Inspire trust by demonstrating integrity, consistency, and openness to challenge.

### Hands

- Integrate equity, justice, and inclusion into policies, language, decision-making, and representation.
- Establish consistent, accountable leadership practices across departments.
- Model learning, own mistakes, and prioritize trust-building across power lines.
- Ensure psychologically safe environments by modeling vulnerability and engaging diverse voices in decision-making as appropriate.
- Align executive decisions with long-term strategy and frontline realities.



- Accountable for decisions and ownership of results. Use influence to shape sectoral and institutional culture in alignment with VF's mission.
- Allocate resources and set up structures that enable distributed leadership and employee agency.
- Ensure clear communication of VF goals, decisions and plans across the organization.
- Demonstrate continuous learning for both personal growth and the development of staff and board members—especially in JEDI principles and Reconciliation.
- In collaboration with People and Culture, lead learning initiatives to ensure a consistent and shared understanding across the organization.

## Competencies

**Fostering Psychological Safety**

**Ethical Use of Power**

**Advancing Reconciliation, Justice, Equity, Diversity, and Inclusion with Cultural Humility**

**Empowering Others through Agency**

**Change Agility**

**Communication and Influence**

**Service Focus**

**Professional Responsibility**

**Self-Awareness**

**Use of Technology**

**Planning, Judgement and Problem-Solving**

**Forward Thinking**

**Organizational Awareness**

**Managing People & Developing Others**

## Attractions

This role provides an opportunity to join an organization that believes in strengthening communities, tackling complex social challenges, and empowering people to build a more equitable future. Other attractions include a base salary of \$189,000 + a comprehensive benefits package that includes a strong pension.

**Vancouver Foundation has engaged the Executive Search Firm, DHR Global, to manage this search. To explore this exciting opportunity further, please submit a resume and cover letter to [VFVPDS@dhrglobal.com](mailto:VFVPDS@dhrglobal.com) by March 2<sup>nd</sup>, 2026.**

All applications will receive an automated response and will be thoroughly reviewed by the committee. Only those selected for interview will be contacted. We thank all applicants for their interest in this position.



## Contact Information

Esther McGregor  
Managing Partner  
DHR Global  
T: + 604 706 8500  
E: [emcgregor@dhrglobal.com](mailto:emcgregor@dhrglobal.com)

Lachie Woofter  
Director, Client Delivery  
DHR Global  
T: + 403-817-0989  
E: [lwoofter@dhrglobal.com](mailto:lwoofter@dhrglobal.com)