

KGHFUNDATION



ARE YOU READY TO USE YOUR SUPERPOWERS FOR GOOD?

At the KGH Foundation, we are driven by excellence. We strive to use our superpowers to build world-class health care, right here at home. This work is your opportunity to impact countless lives of those in the Southern Interior. If you're an extraordinary individual who is ready to use their superpowers for a purpose, look no further.



WE'RE LOOKING FOR AN EXCEPTIONAL: OFFICE MANAGER

DATE POSTED: September 12, 2025

POSITION CLOSES: When suitable candidate is found

POSITION STATUS: Permanent Full -Time

LOCATION: Kelowna , BC

REPORTS TO: Chief Operating Officer (COO)

SCHEDULE: 8 a.m. - 4p.m., Monday to Friday (37.5 hours per week)

SALARY BAND: \$44,000 - \$55,000 with ability to progress up to \$66,000

SUMMARY:

The Office Manager is a central role in the Foundation, ensuring smooth day-to-day operations, professional reception, and seamless coordination across all departments. As the first point of contact for visitors and donors, this role sets the tone for the Foundation's reputation of excellence and service. With responsibilities ranging from reception and office logistics to donor support and staff engagement, the Office Manager ensures efficiency, accuracy, and a welcoming environment for all stakeholders.

VITAL ACTIVITIES:

Reception and first impressions, office logistics and coordination, donor and fundraising support, staff lottery administration, meeting and event coordination.

KEY INTERNAL MOTIVATORS:

Motivated by the desire to create a professional, welcoming, and efficient office environment that supports the success of all Foundation staff and strengthens donor and community relationships.

- Commitment to accuracy and quality service
- Motivated by supporting colleagues and cross-team collaboration
- Desire to anticipate needs and proactively solve problems
- Pride in representing the Foundation to donors and the public

KEY RESPONSIBILITIES:

Reception and First Impressions

- Serve as the main receptionist for walk-in traffic and incoming calls.
- Provide a warm, professional, and customer-focused first impression.
- Assist with processing in-person and phone donations.

Office Logistics and Administration

- Manage all office logistics, including supplies, equipment, maintenance, and physical environment.
- Coordinate mail distribution and central filing.
- Maintain tidiness and functionality of common spaces
- Oversee boardroom calendar and bookings.
- Organize quarterly staff meetings (venue, catering, logistics).
- Assist with proposals for equipment and service improvements.
- Maintain a detailed and up-to-date manual of all duties to ensure continuity and backfill coverage when required.

Support to the Chief Operating Officer & Leadership

- Assist with internal and external meeting logistics, including catering and boardroom setup.
- Support employee onboarding activities.
- Liaise on office policies and workplace risk assessments.

Fundraising and Donor Support

- Liaise with donors (corporate and individual) for inquiries and support.
- Assist with mass mailings, tribute cards, donor welcome packages, and monthly celebration cards.
- Administer estate administration processes with accuracy and confidentiality.
- Assist with Planned Giving surveys administration.
- Administer donor welcome calls to strengthen relationships and stewardship.
- Support volunteer coordination and events.
- Provide high-level support with donor database (Raiser's Edge) entries and accuracy.

Staff Lottery Administration

- Administer the KGHF Staff Lottery for Interior Health employees.
- Collect, process, and maintain entries and updates with accuracy.
- Liaise with IH Payroll and Finance for EFT reconciliation.
- Announce winners, manage communications, and coordinate signing authorities.
- Oversee annual renewal process and liaise with HR as needed.
- Maintain accuracy in Excel tracking and reporting.

REQUIREMENTS:

- Post-secondary education in Office Administration, Business Administration, or equivalent experience.
- Proven experience in reception, office management, or donor-facing administrative roles.
- Strong computer and technical skills; experience with POS systems preferred.
- Demonstrated ability to manage multiple priorities with accuracy and professionalism.
- Experience supporting fundraising or donor relations is an asset.

WORKING CONDITIONS:

- Mix of regular office hours and occasional weekend/evening work
- Overtime as required for events

WHAT'S IN IT FOR YOU?

We're asking a lot of you - so what are we giving back?

- Competitive salary & a transparent salary band
- Pension supplement
- Four weeks paid vacation
- Comprehensive dental and extended medical benefits
- Opportunities for professional development
- Casual 'Dress for Your Day' dress code
- An incredibly supportive & talented team to work alongside

ABOUT US:

The KGH Foundation is a leading charitable organization dedicated to enhancing health care quality in our region and beyond. Located in the vibrant Okanagan Valley, we offer a dynamic and supportive work environment that encourages collaboration and creativity.

OUR VISION:

World Class Health Care close to Home.

OUR CULTURE CODE:

At the KGH Foundation, we're driven by a sense of purpose and a commitment to making a meaningful impact. We value patience, kindness, and respect, understanding that great things take time and collaboration. Creativity fuels our innovation, while professionalism and compassion guide our interactions. We believe in having fun and sharing stories, cultivating a transparent and team-oriented environment where celebrations and gratitude are part of our daily culture.

To apply, please send your resume and cover letter to [Barb Jackson](#), COO.

The KGH Foundation is an equal opportunity employer committed to cultivating a diverse and inclusive workplace. We warmly invite candidates of all genders, ethnicities, cultural backgrounds, sexual orientations, and abilities to apply. We believe in providing an environment where all individuals have the opportunity to achieve their fullest potential and embrace diversity and the unique contributions that each team member brings to our collective mission. Join us in transforming health care in the southern interior of British Columbia.

If you require accommodation for any part of the recruitment process, please contact us at info@kghfoundation.com.