

**KGH**FOUNDATION



# 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: DIRECTOR OF STRATEGIC PARTNERSHIPS & GRANTS

**DATE POSTED:** April 10, 2026

**POSITION CLOSES:** April 26, 2026

**POSITION STATUS:** Permanent Full -Time

**LOCATION:** Kelowna , BC

**REPORTS TO:** Vice President, Philanthropy & Partnerships

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

**SALARY BAND:** \$\$74,400- \$93,000, with ability to progress up to \$111,600

## **SUMMARY:**

The Director of Strategic Partnerships & Grants is responsible for the oversight and management of all granting programs with Interior Health and community organizations. This position works closely with the Finance and Philanthropy teams on grant-related activities, including donor proposal creation, stewardship communications, and monitoring the expenditure of grant funds. The Director serves as the primary liaison for Interior Health partners, departments, and community healthcare organizations regarding grant administration and related strategic initiatives.

## **VITAL ACTIVITIES:**

- Lead full grant lifecycle
- Strengthen partner relationships
- Support donor impact reporting
- Oversee SmartSimple Grant Management System
- Monitor grant compliance

## **KEY INTERNAL MOTIVATORS:**

Motivated by the desire to do the job well, ensuring effective grant management, and supporting the KGH Foundation's goals.

- Desire for accuracy and attention to detail
- Collaborative and relationship-focused mindset
- Motivated by achieving measurable impact through grants

## **KEY RESPONSIBILITIES:**

- Collaborate with KGHF Leadership to advance the Foundation's mission through its granting programs
- Provide oversight and management of all KGHF granting programs
- Manage regular grantee interactions to assess needs and track progress on active grants
- Build and maintain relationships that support collaboration with health care partners in the community and within Interior Health to identify challenges, opportunities, and priority needs
- Provide quarterly and annual financial reporting to the CEO
- Fulfill information needs and field funding inquiries of KGHF staff, leadership, donors, and grant partners
- Liaise with the Donor Relations Manager to ensure impact reporting to donors
- Support campaign materials and donor proposals in collaboration with KGHF staff
- Report on grant impacts in collaboration with KGHF staff
- Act as administrator and super user for the SmartSimple GMS system
- Manage integration and use of other relevant systems for KGHF team members

- Review grant entries in GMS to ensure data integrity, compliance, and completeness
- Guide the Grant & Development Writer to maintain a roster of priority needs for philanthropy initiatives
- Maintain an accurate summary of all outstanding commitments and fund balances
- Provide oversight and leadership to the entire grant lifecycle
- Stay current on trends and best practices in grants management
- Create, revise, and improve grant-making workflow processes
- Identify operational risks and recommend internal control improvements
- Provide mentorship and support to the Grants & Financial Coordinator as needed
- Support the Finance team in the annual PST rebate process
- Manage the Endowment Allocation process with healthcare partners and KGHF staff
- Perform other duties as assigned

#### **CORE COMPETENCIES:**

- Accountability and accuracy
- High caliber writing skills
- Excellent verbal and written communication skills
- Adaptability
- Analytical
- Collaboration
- Creative and Innovative Thinking
- Dependability
- Detail Oriented
- Problem Solving
- Result Focus
- Time Management

## REQUIREMENTS:

- Degree in relevant specialty (accounting, business, management) or equivalent education/work experience
- Competency in financial reporting and excel required
- Passion for advancing health care in the Central Okanagan
- Experience in health care considered an asset
- High degree of professionalism and accountability
- Strong interpersonal communication skills
- Self-starter with strong prioritization and time management skills
- High level of organizational skills and ability to coach or mentor others
- Experience with Raiser's Edge, Financial Edge and SmartSimple (or other CRM) considered an asset
- Experience in project management considered an asset
- Technical aptitude and high level of comfort working with new software programs and cloud-based systems (SmartSimple, Canva, Asana)
- Proficiency in Microsoft suite of products: Outlook, Excel, Word, OneNote
- High attention to detail with a high degree of accuracy
- Ability to manage effective working relationships
- High level of integrity, confidentiality, and accountability
- Sound analytical thinking, planning, prioritization, and execution skills
- Highly organized with the ability to create and maintain user-friendly processes and systems
- Ability to work confidently under pressure to deadlines
- Ability to understand complex issues and maintain effective and cooperative working relationships with key partners
- Flexibility to perform other job requirements

## WORKING CONDITIONS:

- Manual dexterity required to use desktop computer and peripherals.
- Approved overtime as required with time off in lieu of pay.

## 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
- The opportunity for hybrid work after a probationary period
- 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.

At the KGH Foundation, you will have the opportunity to use your superpowers for good! By joining our team, you'll contribute to a mission-driven organization that values innovation, compassion, and community. You'll work alongside dedicated professionals and passionate volunteers, all committed to advancing excellence in health care and providing vital support to those who need it most. Together, we create a brighter, healthier future—right here at home.

## 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 [Chandel Schmidt](#), VP Philanthropy & Partnerships

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](mailto:info@kghfoundation.com).