Special Projects Coordinator

Job Description

Department: Innovation & Impact
Date: November 2026
Supervisor: Director, Individual Impact
Conditions: Full-time term position, remote and in-office (preference in-office)

About the Victoria Foundation

The Victoria Foundation exists to uplift people and community. By connecting people who care with causes that matter, we bring donors, charities, First Nations and other groups together to generate ideas, fund solutions and empower projects that address many pressing societal challenges and opportunities. Since 1936, the Victoria Foundation has managed charitable gifts to create permanent, income-earning funds that support hundreds of charities each year. The value of our total assets under administration has increased to over $650 million since our inception and we have invested over $400 million into our community. Our growth has enabled us to support and develop innovative programs to help keep Victoria well.

Job summary

The Innovation & Impact department works alongside community to address societal challenges and opportunities. The Special Projects Coordinator plays a key role in supporting the day-to-day activities of the department, primarily within the Individual Impact team. This is a term position through to September 30, 2027, with the possibility of extension based on the organizational needs.

Reporting to the Director of Individual Impact, the Coordinator will support continuity in scholarship and award administration while helping coordinate the phased transfer of these operations to an independent charity. Working collaboratively within a larger team, the Coordinator will contribute to program administration and transition activities, including operational coordination, stakeholder communications, documentation and knowledge transfer. As the transition progresses, the position will take on increasing responsibilities in support of special projects and emerging organizational priorities. Some travel within the province to conferences and other events may be required.

The Coordinator will also work closely with the Senior Director, Innovation & Impact and the CEO to support special projects that advance the Foundation's strategic direction. This includes coordinating community engagement activities, supporting project planning and implementation and helping create welcoming, inclusive spaces for community members and partners. The Coordinator will bring a relational approach, initiative and adaptability to advancing work in an evolving environment.

Essential duties and key responsibilities

Scholarships and awards administration

Coordinate and support the administration of the Foundations scholarship and awards programs, ensuring effective program delivery, accurate recordkeeping and responsive communication with applicants, recipients and stakeholders.

Responsibilities include:

- Coordinating application intake, eligibility reviews, selection processes and award administration in accordance with established program guidelines.
- Preparing and maintaining program reports, application statistics and related information to support operational planning and decision-making.
- Maintaining accurate program records, databases and documentation, including applications information, award decisions and fund-related activities.
- Supporting the administration and ongoing improvement of application platforms, systems and related processes.
- Collaborating with the finance team to coordinate award disbursements, reporting and supporting documentation.
- Serving as a key point of contact for scholarship applicants and recipients, providing timely information, guidance and correspondence throughout the application and awards process.
- Collaborating with Communications and other team members to support program communications, recipient recognition and storytelling initiatives.
- Providing day-to-day administrative support for team operations, systems and processes.
- Managing shared inboxes, ensuring timely responses, directing inquiries and contributing to the development of consistent language.
- Providing accurate and timely data entry across Foundation systems for granting and other departmental initiatives.
- Providing administrative support for Innovation & Impact Foundation-wide program deliverables (e.g., privacy, cyber security, etc.).

Transition support

Support the planned transition of scholarship and award administration to the BC Scholarship Society, helping to ensure an organized transfer of program knowledge, documentation and operational responsibilities while maintaining continuity of services.

Responsibilities include:

- Providing administrative and coordination support to the Director, Individual Impact and other team members to coordinate transition activities, timelines, information sharing and administrative requirements.
- Supporting the integration of external staff and transfer of program knowledge and operational responsibilities during the transition.
- Supporting the organization and transfer of program records, documentation and related information.
- Assisting with the transfer of other funds and programs to internal departments, including providing administrative and operational support to maintain continuity throughout the process.

Additional support for special projects

Working with the Senior Director, Innovation & Impact and CEO to support key special projects and emerging organizational initiatives, including but not limited to:

- Coordinating community workshops, partner convenings and other engagement activities, supporting the Foundation's relational approach to hosting in a good way.
- Undertaking research and analysis to inform emergent activities.
- Providing coordination and administrative support to the CEO and Senior leadership on key initiatives and special projects.
- Supporting project planning, coordination and implementation activities to help advance initiatives and maintain progress.

Undertaking other duties as assigned, demonstrating initiative, adaptability and relational approach to moving work forward.

Education and experience

- Post-secondary education and/or equivalent work experience.
- Minimum of 3 years of recent related experience, including project coordination and administrative support, preferably in a non-profit environment.
- Experience with data systems and extracting data to support program and project activities is required.
- Sound mathematical and analytical skills.
- Knowledge and understanding of the British Columbia post-secondary education system is considered an asset.

- Proficiency in Office 365 (Word, Excel, Outlook, Teams, SharePoint), and the ability to effectively use and learn technology-based solutions and tools.

Other desired qualifications

- Strong organizational skills, with the ability to manage multiple priorities while maintaining attention to detail.
- Strong written verbal and interpersonal communication skills, including the ability to convey complex information clearly and engage effectively with diverse audiences.
- A proactive, open-minded and relational approach with the initiative to take on new responsibilities and move work forward.
- Ability to adapt effectively to evolving priorities, changing processes and shifting organizational needs in a dynamic environment.
- Dedication to working with volunteers and respect for their contributions.
- A keen understanding of the importance of privacy and the protection of personal information.
- A genuine interest in philanthropy, education and community engagement.

Candidates must be willing and able to exhibit:

- A commitment to the mission and values of the Victoria Foundation.
- A high level of professionalism, confidentiality, diplomacy and tact, with the ability to engage with a wide range of contacts as a representative of the Foundation.
- A commitment to listening, learning and taking action toward reconciliation, diversity, equity and inclusion.

Victoria Foundation is committed to ensuring a diverse and inclusive environment as an equal opportunity employer. We believe it is our unique and individual differences that make us strong. This is also a reflection of the communities we care for and serve.