

Legacy Giving Manager

Full Time Permanent

Are you passionate about helping donors leave a lasting legacy that transforms healthcare for generations to come?

Join a team that makes a real difference in the lives of others every day. At Hamilton Health Sciences Foundation, you will play an important role in supporting cutting-edge healthcare and improving patient outcomes, while being part of a passionate and caring community. We inspire and motivate gifts that fund medical equipment and patient amenities, innovative research initiatives, essential redevelopment of clinical care spaces, and the education and training of health care providers.

As a registered charitable organization, we proudly support patients and families across south-central Ontario, and from outside the region, who receive specialized care at Hamilton Health Sciences including Hamilton General Hospital, Juravinski Hospital and Cancer Centre, McMaster Children's Hospital, and St. Peter's Hospital. The associated programs at the Regional Rehabilitation Centre, McMaster University Medical Centre and Ron Joyce Children's Health Centre are also included.

Hamilton Health Sciences Foundation is building upon a strong foundation of our Culture Code that includes the values of respect, impactful and inspiring. We believe that relationships and partnerships are the basis of excellence in fundraising and have a vision to see a community of inspired and committed donors. Every position in HHSF contributes to a safe, inclusive environment for all through compliance with our equity, diversity and inclusion philosophy and patient and staff safety policies and procedures.

Position Summary:

We are seeking a thoughtful and relationship-focused **Legacy Giving Manager** to lead the execution of our Legacy Giving Program, engaging donors who are inspired to make a future gift through wills, life insurance, or trusts. Reporting to the Vice President, Community and Legacy Giving, you will develop and implement annual plans to cultivate, solicit, and recognize those committed to leaving a meaningful impact through their estate.

As part of the Community & Legacy Giving Department, you will directly engage with donors and prospects, responding to inquiries and building lasting connections. You'll manage a list of confirmed pledgers and intenders, ensuring thoughtful stewardship and ongoing recognition throughout their lifetime. You'll also collaborate with internal teams to support the processing and fulfillment of legacy gifts and represent the Foundation in partnerships with financial advisors, estate planners, and gift planning associations to generate new leads.

With a hands-on focus, you'll coordinate multi-channel campaigns, direct mail, webinars, and donor tours, while keeping donor data and prospect records accurate and up to date. You'll also support committee planning, track donor engagement, and contribute to annual forecasting and program reporting.

This role offers a unique opportunity to connect donors to a cause that deeply matters—ensuring our healthcare system is supported for generations to come.

Qualifications:

- Post-secondary education, or equivalent experience
- Progressive experience or professional designation in development, fundraising or gift planning
- Qualifications or experience in financial planning, law, tax advice an asset
- Strong knowledge of gift and estate planning and exposure to and experience with major gift fundraising and donors.
- Proven record of integrating legacy giving across multiple revenue channels.
- An effective relationship builder with excellent communication skills (verbal and written)
- Ability to speak comfortably with donors about financial and end-of-life issues such as estate planning, legacy, powers of attorney, etc.
- Ability to analyze results and make appropriate adjustments and recommendation
- Superior organization, flexibility, and multi-tasking skills within a team environment
- High degree of initiative and ability to manage multiple tasks and prioritize tasks in a positive and effective manner, meeting critical deadlines
- Demonstrated commitment to the highest standards of ethical practice
- Accuracy and attention to detail
- Strong computer skills in Microsoft Office program (365, Excel, Word, PowerPoint, Outlook)
- Experience with donor CRM like Raiser's Edge/NXT

Working Hours, Location and Requirements

- This position operates Monday to Friday 8:30 am – 4:30 pm, onsite at Hamilton Health Sciences Foundation head office at 1 King Street West, Hamilton, ON.
- Opportunity to work remotely up to 2 days a week after 3 months of employment based on approval of VP.
- Travel is required as the position will regularly visit various locations (i.e. Hamilton Health Science affiliated sites, event locations, corporate partners, donors). The incumbent must possess a valid driver's license and have use of a reliable vehicle.
- A current and satisfactory Criminal Record and Judicial Matters Check (CRJMC) or Police Vulnerable Sector Check (PVSC) is a requirement of employment; the regional police service will determine suitable police check.
- A cleared status by HHS Employee Health Services is a requirement of employment in accordance with Hamilton Health Sciences policy.

Why Us?

At Hamilton Health Sciences Foundation, we are committed to offering a comprehensive total rewards package that supports your well-being:

- We provide a competitive hiring range of \$75,000 to \$85,000, commensurate with experience, along with an annual performance-based incentive program, subject to Board approval.
- Our package includes participation in a Defined Benefit Pension Plan (HOOPP), comprehensive healthcare, dental and travel benefits with a Health Services Spending Account, maternity and parental leave top up benefits, and access to the Employee and Family Assistance Program (EFAP).
- This role starts with three weeks of paid vacation and your birthday off!
- We have a culture to support and encourage continuous professional development and career growth opportunities



How to Apply: to help us learn more about you, please submit your **resume and cover letter** articulating why you are interested in working for the Hamilton Health Sciences Foundation to HHSFcareers@hhsc.ca **by August 7, 2025**. If you do not have all qualifications, we are still interested in your application. Applications will be reviewed and invited for next stages of the recruitment process, as received. We would like to thank all who apply, but only those selected to move forward will be contacted.

The Hamilton Health Sciences Foundation is an inclusive and equal opportunity employer. Our commitment to equity, diversity and inclusion within HHSF reflects a belief that we will make the greatest impact to our mission when everyone can genuinely and fully participate without barriers or exclusion. We are dedicated to creating a workplace reflective of the community we live, work and serve and welcome applications from diverse and equity-deserving groups.

HHSF is committed to providing a barrier-free recruitment process and work environment. Accommodation, if requested, will be provided throughout the recruitment process in accordance with the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should any candidate require accommodation in any phase of the recruitment process, please contact Heather Slye (905.521.2100 x 44624 or HHSFcareers@hhsc.ca) for assistance.