



Associate Director, Gift and Estate Planning

Date Posted: November 23, 2015

Position Status: Permanent Full-Time

Available: Immediately

Salary Band: 5

Description of the Position:

We are seeking an energetic, forward-thinking and experienced fundraiser who will work as part of our team to support an ambitious fundraising agenda within what is anticipated to be an historic comprehensive fundraising campaign for SickKids. The Associate Director, Gift and Estate Planning will support the strategic direction for the Foundation's Gift and Estate Planning program, build internal gift planning competency and capacity, and meaningfully integrate activities across all fundraising programs.

Reporting to the Director, Gift & Estate Planning, the Associate Director will develop and implement annual and long-range plans to cultivate, solicit and steward donors and donor prospects. The Associate Director will work collaboratively with colleagues across the Foundation and be a passionate ambassador for the Hospital for Sick Children.

Duties and Responsibilities:

Specific duties include:

- Manage a personal pool of donors and prospects, and exceed personal fundraising goals; complete donor calls and visits to cultivate, steward and provide ongoing relationship management to donors; track donor activity in Blackbaud CRM;
- Work with volunteers, donors, and senior staff to set, and exceed ambitious fundraising goals;
- Assist in the business planning process for the Gift and Estate Planning team;
- Work closely with the appropriate Foundation teams with regard to gift administration, public affairs, research, proposal development, recognition and stewardship;
- Develop a network of contacts interested in advancing the mission and success of SickKids Foundation and the Hospital for Sick Children.
- Build relationships with professional advisors to ensure their understanding of SickKids, encourage their partnership in sharing and/or developing expertise about charitable giving methods, and to encourage their support and advocacy for SickKids Foundation;
- Work with the Stewardship and Donor Relations team to develop meaningful recognition and stewardship programs for gift and estate planning donors;
- Oversee the design and implementation of projects that integrate gift planning with overall strategies of the Foundation;
- Work with the Major Gifts, Corporate Partnerships, Direct Marketing, and Events teams to identify and implement donor migration strategies from their portfolios to the Gift Planning Program, and vice versa;
- Ensure the information management system of the Foundation is fully utilized to effectively capture, track and retrieve gift and estate planning information;
- Commit to ongoing professional development and leadership in the broader NFP sector.

Qualifications: The successful applicant must possess the following:

- A bachelor's degree or higher, PLUS a minimum of five years of fundraising experience preferably in gift planning;
- A proven track record as an exceptional fundraiser;
- An expert knowledge of planned giving vehicles, estate administration and relevant tax provisions;
- Ability to build new and long-term relationships with prospects, donors and senior level volunteers;
- The ability to articulate the importance of pediatric healthcare in its three facets: clinical, education and research;
- The ability to work in a fast-paced environment, prioritize and multi-task;
- A go-getter, team player and relationship-builder;
- Creative, resourceful, cost-efficient and intuitively driven;
- The ability to think strategically and work independently in directing new initiatives or enhancing existing programs;
- Superior verbal and written communication skills, including public speaking;
- Organized, detailed oriented, with strong follow through;
- Excellent computer skills (Microsoft Office); and experience with data management systems (KYDS).

About SickKids Foundation: Established in 1972, SickKids Foundation raises funds on behalf of The Hospital for Sick Children (SickKids) and is the largest charitable funder of child health research, learning and care in Canada. Philanthropy is a critical source of funding for SickKids – one of the world's foremost pediatric health-care institutions. For the fiscal year ending March 31, 2015, SickKids Foundation contributed \$129 million to research, learning and care – the largest amount in its history.

As a national charity, SickKids Foundation not only invests in the important work taking place at SickKids, it also invests in national and international initiatives to benefit children in Canada and around the world. This commitment is true to the spirit of the Foundation's founders, who articulated a vision for the Foundation that went well beyond the hospital walls 40 years ago.

Together we will change the future of children's health.

Hours : 9 am to 5 pm Monday to Friday

Available to: Internal & External Candidates

Deadline: December 7, 2015

Submit Resume to: Please apply on-line by visiting our website: www.sickkidsfoundation.com

Only those applicants selected for an interview will be contacted.

SickKids Foundation is committed to fostering an inclusive, accessible environment, where all individuals' feel valued, respected and supported. Candidates requiring accommodation during the recruitment process, please contact the Human Resources Department.