

SickKidsFoundation



BeingOrdinary

WE'RE NOT LOOKING FOR ORDINARY. WE'RE LOOKING FOR YOU.

At SickKids Foundation, we do the extraordinary everyday. That's because we have a direct stake in the lives of children. Our job is funding the fight at SickKids; our mission is to make every kid a healthy kid, here and around the world. We are an organization devoted to the greater good, so we don't settle for less. If you are far from ordinary, join us.



SICKKIDS FOUNDATION IS ON THE HUNT FOR AN EXTRAORDINARY ASSOCIATE, GIFT AND ESTATE PLANNING

ABOUT US:

SickKids Foundation leads the fight for The Hospital for Sick Children (SickKids), one of the world's foremost paediatric health-care institutions. Founded in 1972, SickKids Foundation is the largest charitable funder of child health research, learning and care in Canada. As a national charity, SickKids Foundation also invests in national and international initiatives to benefit children in Canada and around the world. Philanthropy is a critical source of funding for SickKids.

SickKids Foundation is committed to creating an inclusive culture where expressing your authentic self is celebrated. This includes embedding diversity and inclusion in our policies, practices, and behaviours, to build skills, knowledge and awareness of diversity and inclusion across the Foundation and with our external partners. The Foundation is committed to fostering a safe, accessible, and positive working environment.

For further information on SickKids Foundation's commitment to Diversity & Inclusion [click here to read our Diversity & Inclusion Policy and Commitment statement.](#)

Thanks to our donors, in the fiscal year that ended March 31, 2021, SickKids Foundation raised \$206 million in child health research, learning and care. We're winning, because every day we continue to fight, and we're committed to attracting to our team other passionate individuals who will contribute to our goal of making every kid a healthy kid. It is within this context that SickKids Foundation welcomes applications for the role of **Associate, Gift and Estate Planning**.



POSITION STATUS: Permanent Full-time

AVAILABLE: Immediately

DESCRIPTION OF THE POSITION:

We are seeking an enthusiastic, detail-oriented individual who will work as part of our team to support SickKids Foundation's ground-breaking fundraising vision.

Reporting to the Associate Director, Gift & Estate Planning, the Associate will manage key projects related to the cultivation, stewardship and solicitation of donors within the Gift & Estate Planning portfolio. The Associate will also actively engage with individuals (donors, prospects, professional advisors and Foundation colleagues) to secure current and future gifts using gift planning vehicles (such as bequests and life insurance).

YOU WILL:

- Lead planning for key Gift and Estate Planning events for further cultivation and stewardship of prospects, donors and advisors;
- Manage development and integration of various donor communications and creation of net new marketing materials;
- Manage the Life Insurance portfolio by liaising with insurance companies, donors and professional advisors to ensure appropriate steps are taken to maintain policies in good standing;
- Actively manage a portfolio of current and prospective donors and provide ongoing relationship management;
- Support the logistics and management of the Professional Advisors Network and Professional Advisors Council;
- Maintain and update donor records to ensure data integrity.



Qualifications:

While we know that for any job posting no one candidate will possess the qualifications being sought in equal measure, below is an outline of the qualifications we believe are important for a candidate to bring to the position or for the successful candidate to develop while in the role:

- Minimum 3 years' experience in fundraising, marketing, or administration;
- Ability to build new and long-term relationships with prospects, donors and professional advisors;
- Exceptional organization skills and ability to coordinate multiple projects within tightly prescribed timelines;
- Ability to work collaboratively with Gift & Estate Planning team as well as other Foundation teams;
- Ability to work independently and take initiative;
- Ability to work in a fast-paced environment, prioritize and multi-task;
- Excellent interpersonal and communication skills (both written and verbal);
- Excellent computer skills (Microsoft Office); and experience with data management systems (Blackbaud CRM);
- Working knowledge of gift planning vehicles is preferred.

We're looking for a passionate individual who is interested in moving the dial and making a difference. We are an environment that looks to attract hardworking and committed people, people who are looking to challenge themselves and grow with a globally recognized brand that continues to change the world. If this describes you, consider joining our team. We look forward to reviewing your application.



TOTAL COMPENSATION PACKAGE:

HIRING SALARY RANGE: \$64,263 – \$78,820 with the ability to progress to a maximum of **\$94,584**. To ensure fair and equitable pay at SickKids Foundation, placement on the salary range will be based on your years of experience, skills and qualifications relevant to the **Associate, Gift and Estate Planning** position.

To help you lead in the fight for kid's health and to support your health, wellness, and career growth, in addition to competitive compensation, we offer a comprehensive benefit package (includes a flex benefit plan), tuition reimbursement, flexible work arrangements, pension plan, and birth parent/parental top up – to name a few!

HOURS: 35-hour work week, flexible work options available

DATE POSTED: June 20, 2022

AVAILABLE TO: Internal and External Candidates

DEADLINE: July 4, 2022

PLEASE SUBMIT YOUR COVER LETTER AND RESUME TO:

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

SickKids Foundation is committed to its people and the talents, capabilities, and perspectives they bring to our mission. We live that commitment by being open and accessible to all, by valuing and respecting every individual, and by equally supporting every employee. As an organization proud to have joined the BlackNorth Initiative's CEO pledge, we uphold our commitment by inviting and encouraging individuals from diverse lived experiences from Black, Indigenous, communities of colour, people with disabilities, 2SLBTQIA+ community and all candidates who may contribute to the further diversification of the Foundation's community.

Candidates who require accommodation during the recruitment process should contact the Human Resources Department at: HR@sickkidsfoundation.com

