



PLANNED GIVING ESTATES OFFICER

Applications will be accepted until 9:00am EDT on Wednesday, 14 January 2026

Salary Grade: Level 14 - \$70,676 in starting year (12 month contract)

Apply here in [English](#) or here in [French](#)

At the core of **Doctors Without Borders/Médecins Sans Frontières (MSF) Canada's** identity is a commitment to medical ethics, independence, neutrality, and impartiality. We go where people's medical needs are greatest. These ideals have driven every aspect of our work – from medical care and logistical coordination, to finance and communications – since MSF was established in 1971.

The Planned Giving Estates Officer manages the estates portfolio of MSF Canada's legacy program, overseeing the administration and status of over 300+ estates to contribute to raising over \$19 million of unrestricted funding. Using their relationship management, negotiation, and compliance skills, the Planned Giving Estates Officer is responsible for building meaningful relationships with executors, lawyers, and professional advisors, as well as devising and implementing a strong stewardship plan to maintain these relationships.

MSF Canada is looking for someone to:

- Build strong relationships with family and friend executors, as well as lawyers, notaries, and trust officers. Manage these sensitive relationships with tact, empathy and compassion while simultaneously achieving ambitious Fundraising goals.
- Escalate when executors do not operate with integrity and adhere to donor wishes outlined in the will, applicable laws, regulations, and internal policies. Work with Planned Giving Manager to escalate potential issues and outsource decision making to legal counsel.



- Supervise the day-to-day functioning of the estate's portfolio, administration, projects, and stewardship, ensuring the efficient and effective administration of estates.
- Manage a portfolio of over 300 open estates, keeping track of the status of each one, following up with old, extraordinary, and/or complex estates, and escalating when needed.

The successful candidate will bring MSF Canada:

- Proficiency in English and French
- Strong database management skills, specifically in Raiser's Edge
- Strong interpersonal skills, with an ability to build excellent working relationships with donors, colleagues, field workers, and suppliers to attain goals.
- Capacity to work both independently and with a dynamic team in a fast-paced office environment
- Ability to analyze and synthesize complex and sensitive material and use it to make sound decisions on behalf of MSF and well-informed messages to donors.
- Demonstrated professional experience in the fields of fundraising, planned giving or direct marketing, or equivalent related experience.
- Experience in all aspects of donor cultivation (research, writing, follow-up, and stewardship)
- Experience working with donors, foundation staff, and/or board members.
- Excellent oral and written communication skills
- Strong understanding of Anti-Racism and Anti-Oppression practices and ethics through education or lived experience.

A detailed job description is available [HERE](#).



MSF Canada will provide:

- Starting 4 weeks' of vacation per year
- Access to an Employee and Family Assistance Program (EFAP)
- Flexible work hours and a hybrid working model (minimum 40% in office)
- An accessible open concept, shared office space with bookable workstations (consisting of sit/stand desks, swivel chair, laptop with dock and double monitors) and various sized meeting rooms
- A commitment to incorporating equity, diversity, and inclusion in everything
- 5% RRSP contributions (no employee matching required)
- Health Spending Account
- Group insurance (Life, Dependent Life, AD&D)
- Peace of Mind plan (prescription drugs, accidental dental, hospital care, etc.)
- Annual professional development budget
- A positive and innovative office culture is based on core values of humanity, integrity and results

Candidates must be legally authorized to work in Canada; MSF Canada is not able to support or relocate candidates from outside Canada.

NOTE: Any questions or concerns regarding accommodation and accessibility may be addressed to ask.hr@toronto.msf.org.