

The British Columbia Society for the Prevention of Cruelty to Animals (BC SPCA)

SENIOR OFFICER, WILL & ESTATE GIFTS ADMINISTRATION

The BC SPCA is looking to fill the following career opportunity:

Title: Senior Officer, Will & Estate Gifts Administration

Status: full-time permanent

Reporting to: Director, Will & Estate Gifts

Supervises: N/A

As a Senior Officer, Will & Estate Gifts Administration at The BC SPCA, you'll be joining one of the most innovative and successful fundraising teams in Canada. The BC SPCA is funded by compassionate animal lovers who helped us assist nearly 119,000 animals last year. Your work will help make all of this possible. As a Senior Officer, Will & Estate Gifts Administration you will focus on the review and realization of gifts from wills and a variety of other estate gifts.

What's it like working at the BC SPCA?

Our Team:

The fundraising team prides itself on having created a fun, supportive and positive work culture. We are results-driven and committed to excellence through professionalism, compassion, collaboration and innovation.

What we do:

We're passionate about helping animals live safe, healthy and loved lives, and about helping their humans too. We're the only animal welfare organization in B.C. that has the authority to enforce laws relating to animal cruelty. And, we're one of North America's most progressive animal welfare organizations with evidence-based standards of care. We're knowledge leaders.

The role of Senior Officer, Will & Estate Gifts Administration

- As part of the Will & Estate Gifts team, led by the Director, Will & Estate Gifts, you'll be part of the strategy development and execution of inspiring and realizing Estate Gifts.
- You're responsible for proactively conducting reviews of estate files and accounts including:
 - Corresponding with estate executors and their counsel
 - Reviewing accounts and Identifying items requiring further inquiries and making those inquiries
 - Carefully reviewing releases for a variety of estate gifts
- You are also responsible for ensuring the testator's gifts are used as documented and recognized.

- You'll be collaborating with other departments and Animal Centre staff on completing estate gifts and fulfilling our supporters' final wishes.
- You'll be working directly with executors, professional advisors and other charitable beneficiaries.
- You are expected to utilize appropriate measures and metrics to evaluate the success of your program areas and provide regular reporting as required.
- You are supported and encouraged to develop and maintain relationships with industry peers and maintain a commitment to continued education, learning and innovation.

A day in this role might include:

- A detailed review of estate accounts
- Drafting correspondence to an executor or counsel, requesting further information
- Following up on estate files that have "stalled"

What type of person are you?

- Passionate about estate administration
- Curious, motivated and an innovative problem-solver
- Empathetic and relation-centric (with donors, colleagues, animals etc.)
- Adaptable and open to change
- Philosophical harmony with the mission, vision, and guiding principles of the BC SPCA.

What skills have you developed?

- Post-secondary education plus 5-8 years of experience in fundraising or estate administration; or an equivalent combination of education and experience acceptable to the employer.
- Three to five years of direct experience in estate administration, or as a Trust Officer (legal or para-legal training is an asset).
- You can demonstrate an understanding of big picture fundraising and how will & estate gifts fit in.
- You have a good working knowledge of substantive and procedural aspects of estates administration in British Columbia and income tax rules applicable to testamentary gifts to charities.
- You are organized and detail oriented with the ability to manage a portfolio of files, perform under tight timelines and establish priorities.
- You are knowledgeable in the area of bookkeeping/accounting skills to the trial balance level.
- You are a clear and persuasive communicator, both written and oral.
- You know when something is your responsibility and when you have to escalate something. If you don't know, you'll ask for help.
- When you see a problem or an opportunity to make something better you bring forward solutions.

- You're great at information gathering: determining what you'll need, sourcing it, analyzing, distilling and reporting back.
- You are comfortable using data: establishing data points, accurate record keeping, collecting data, using data to support initiatives, and to demonstrate success, need or areas of concern.
- You know at least one CRM well and are open to learning others (we use Raisers Edge and Luminate Online).
- You are proficient with Microsoft Office Suite and have a good sense of the tricks and processes for mail merge, formulas, styles templates, etc. (and are eager to learn when you don't!)
- You are able to thrive in an open concept and fast-paced work environment

Benefits

- Full time salaried position.
- Three weeks vacation plus twelve sick days.
- BC SPCA Revenue Development operates on a hybrid work model and offers opportunities for a modified work week.
- Competitive extended health benefits after three months.
- Employer RRSP contributions of 7.5% (with no matching requirement) after three months.
- Eligible for professional development after twelve months
- Positive work-place culture of collaboration, innovation and respect.
- And yes, there are dogs in the office...every single day (and sometimes other animals too!

The BC SPCA compensation structure is based on external benchmarks and regularly reviewed. Starting placement on the range for this position will be commensurate with the successful candidate's experience. The hiring manager will share the range with short-listed candidates prior to scheduling interviews.

How to apply

If you are up for the challenge, are looking for an opportunity to be involved in a great cause and are legally entitled to work in Canada, we would love to hear from you. Submit your resume and cover letter together as one document. Help us make a difference. Click on the link to apply: <https://can63.dayforcehcm.com/CandidatePortal/en-US/bcspca/Posting/View/7334>