About the job

**Development Officer- Legacy Giving**

Status: Full-Time

Location: Canada - Remote. GTHA - Hybrid.

We welcome applications from candidates located anywhere in Canada.

Cystic Fibrosis Canada is looking for our next Officer, Development (Legacy Giving) to help Canadians with cystic fibrosis (CF) live W/O Limits.

Imagine life, health and hope without limits. You can help us lengthen life-spans and improve lives. Ensure CF care and support is available. Increase access to critical medicines. Help everyone in Canada’s CF community live fully, beyond the limits of cystic fibrosis.

Are you ready to help Canadians live without limits? Apply today and change lives tomorrow.

**WHO ARE WE?**

Cystic Fibrosis Canada has dramatically changed the cystic fibrosis story, advancing research and care that has more than doubled life expectancy. Since being founded by parents in 1960, Cystic Fibrosis Canada has grown into a leading organization with a central role engaging people living with cystic fibrosis, parents and caregivers, volunteers, researchers and healthcare professionals, government and donors, all working together to change lives through treatments, research, information and support. Despite remarkable progress, the fight is not yet done; there are still Canadians left behind. The organization’s goal is to keep pushing until all people with cystic fibrosis can experience a full, healthy life, without limits.

**THE ROLE AND IMPACT:**

Reporting to the Director, Philanthropy and Corporate Partnerships, the Development Officer will engage a range of constituents across a variety of channels, tailoring communications for legacy giving, and leveraging the marketing plan with the objective securing new planned gifts for long term sustainable revenue for the organization.

**Responsibilities & Growth Opportunities**

Join our team to help steward and grow Cystic Fibrosis Canada’s Legacy Giving program. This role offers a unique opportunity to manage estate administration, engage with donors, and contribute to strategic fundraising initiatives.

**Key Responsibilities:**

**Estate & Deferred Gift Administration**

Coordinate estate files, liaise with executors and legal advisors, and escalate complex cases as needed.

Collaborate with internal teams to ensure timely file progression and donor recognition.

Maintain accurate donor records and database entries to support revenue tracking and analysis.

Develop and monitor processes and metrics to support forecasting and pipeline management.

**Planned Giving Communications & Stewardship**

Respond to donor inquiries and educate on legacy giving options (e.g., bequests, life insurance, RRSPs).

Track acquisition initiatives, identify leads, and manage follow-up communications.

Design and implement stewardship plans including personalized outreach and donor events.

Support major gift efforts through donor research and data sharing.

**Marketing & Campaign Support**

Partner with Marketing and Annual Giving teams to promote legacy giving.

Coordinate lead generation activities such as surveys, calls, and campaign materials.

**Other Duties**

Contribute to cross-functional projects and support broader fundraising initiatives as needed.

As assigned.

**WHAT YOU BRING:**

Required Qualifications

·Post secondary degree (or equivalent)

3+ years of demonstrated professional experience in fundraising (at least 1+ year in planned giving or major gifts) with knowledge of estate administration and planned giving vehicles

·Strong communication skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders

Strategic thinker, attention to detail and strong program management skills

Demonstrates CF Canada values of Connected, Bold, Inclusive, and Impactful

Ability to resolve complex situations, including but not limited to handling donor concerns

Proven track record for meeting and exceeding revenue targets and other KPIs.

Excellent time management and organizational skills.

Responsible, proactive, driven, and able to work independently.

Demonstrated experience with Microsoft Office Suite, CRM (e.g. Raisers Edge), project management tools (e.g. Asana, Monday.com)

Advanced Fluency in English (written and oral)

**Desired**

· French language (written and oral)

· Experience working with budgets and forecasting

· Working towards or holds a CFRE designation considered an asset

**WHAT WE OFFER:**

· Collaborative, dynamic, and passionate work environment, with colleagues who are driven and motivated for this community.

· RRSP and Benefits programs

· A company culture rooted in empathy, accountability, collaboration, and innovation.

· Flexible working schedule

· Remote and hybrid work model offered

**HOW TO APPLY:**

Please submit your resume and cover letter directly through LinkedIn Easy Apply [(23) Officer, Development (Legacy Giving) | Cystic Fibrosis Canada / Fibrose kystique Canada | LinkedIn](https://www.linkedin.com/jobs/view/4277851036/?alternateChannel=search&refId=q204NppVhoZ%2BrClIcSwUzw%3D%3D&trackingId=y4U1VOc6f88HJXnn2ZVobw%3D%3D&trk=d_flagship3_company_posts)

For more information, please visit our Careers webpage [www.cysticfibrosis.ca/careers](file:///C:\Users\lkinnear\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\06MG7S3K\www.cysticfibrosis.ca\careers)

Cystic Fibrosis Canada thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

**Deadline to submit your application is October 13, 2025.**

Cystic Fibrosis Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to culture, ethnicity, race, color, religion, beliefs, gender, gender identify or expression, sexual orientation, nation of origin, genetics, disability, age, or veteran status.

We will be happy to work with applicants requesting accommodation at all stages of the hiring process.

For additional information on our values (Connected, Inclusive, Impactful and Bold), Cystic Fibrosis Canada and the courageous fight being waged against this disease, please visit www.cysticfibrosis.ca