**Development Officer, Estate and Gift Planning**

* 700 University Ave, Toronto, ON M5G 1X6, Canada
* Full-time
* Department: Princess Margaret Foundation

**Company Description**

At The Princess Margaret Cancer Foundation (PMCF), our mission is to create a world free from the fear of cancer. Cancer remains the number one cause of death for Canadians and our top priority is to accelerate cancer research and care.

Our role is to garner support for Princess Margaret Cancer Centre, one of the world’s leading cancer research and treatment centres, through philanthropy, fundraising events, and our world-renowned lottery program. The work we accomplish drives groundbreaking research, relentless innovation, and a deep commitment to improving the lives of cancer patients and their loved ones.

Now, we have an opportunity to blaze an even brighter future for everyone affected by cancer.

We will **Carry The Fire** for cancer patients everywhere, lighting the way forward through discovery, reigniting our commitment to transform cancer outcomes and ease the profound suffering cancer causes patients and their loved ones.

At the PMCF, every one of us carries the fire for someone else. Join us as we inspire a movement and help us achieve our vision to change the way we understand, diagnose, and treat cancer.

**Job Description**

As an integral member of the Estates and Gift Planning Team, the Development Officer will manage a portfolio of donors to foster a future pipeline, as well as engage key demographics to raise awareness for legacy giving. The Development Officer will report directly to the Associate Director, Estates and Gift Planning.

We are seeking someone who is proactive, professional and enthusiastic about working collaboratively. The successful candidate will be caring, thoughtful, versatile and possess excellent communication and relationship-building skills, and attention to detail. We believe in teamwork, a passion for the cause and empathy when interacting with our donors, colleagues, and various stakeholders.

**You Will:**

***Portfolio Management***

* Manage a portfolio of prospects and donors, focusing on identification, cultivation, solicitation and stewardship;
* Secure new legacy commitments annually, dependent on portfolio.

***Marketing***

* Support donor cultivation events, both in person and online;
* Collaborate with other Foundation departments to ensure legacy messaging is integrated, where appropriate, and donor engagement strategies are aligned.

***Communications***

* Respond to donor inquiries in a timely manner;
* Draft donor communications and other correspondence;
* Respond to internal and external requests for information from colleagues, cancer centre staff, donors and volunteers.

***Operations and Systems Management***

* Navigate donor database, data requests and reports;
* Execute timely and accurate entry of all substantive interactions with assigned prospects;
* Prospect pipeline management and monitoring.

**Qualifications**

* University/College degree or equivalent work experience
* Minimum 5 years of experience in fundraising, preferably in gift planning capacity
* Experience working in a complex healthcare or not-for-profit environment an asset
* Familiarity and aptitude with donor databases (i.e. Blackbaud CRM)
* Exceptional relationship building skills, proactive and comfortable speaking to donors, volunteers and stakeholders
* Ability to problem solve and work independently to execute assigned projects
* Appreciate the importance of confidentiality, privacy and diplomacy
* Demonstrate a high level of ethics in fundraising
* Microsoft Office skills (Word, Excel and PowerPoint)
* Strong alignment with the values of Collaboration, Accountability, Respect, and Excellence
* Demonstrated commitment to the principles of Inclusion, Diversity, Equity, Accessibility, and Anti-Racism (IDEAA)

**Additional Information**

We believe that the way we work together is just as important as what we accomplish. By making choices and taking actions that align with our values, we achieve greater success, and our work lives become happier and more meaningful.

At PMCF, we strive to foster a culture built on Collaboration, Accountability, Respect, and Excellence (CARE). Central to these values is our commitment to IDEAA: Inclusion, Diversity, Equity, Accessibility, and Anti-Racism.

* Experience a sense of purpose that you won’t get anywhere else, in any other job. You will be making a difference for millions of people impacted by cancer
* We have an open and approachable culture that enables you to bring your best ideas forward
* **We offer a hybrid work environment with Tuesday, Thursday and one other day per week in office, or as required subject to business needs**

UHN is a respectful, caring, and inclusive workplace. We are committed to championing accessibility, diversity and equal opportunity and welcomes all applicants including but not limited to: all religions and ethnicities, LGBTQ2s+, BIPOC, persons with disabilities and all others who may contribute to the further diversification of ideas. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

All applications must be submitted before the posting close date.

[Easy apply - Development Officer, Estate and Gift Planning - Princess Margaret Cancer Foundation](https://jobs.smartrecruiters.com/oneclick-ui/company/UniversityHealthNetwork/publication/7b37d7cd-d232-4e38-a7eb-0c76c72d4d2d?dcr_ci=UniversityHealthNetwork)

UHN uses email to communicate with selected candidates.  Please ensure you check your email regularly.

Please be advised that a Criminal Record Check may be required of the successful candidate. Should it be determined that any information provided by a candidate be misleading, inaccurate or incorrect, UHN reserves the right to discontinue with the consideration of their application.

UHN is an equal opportunity employer committed to an inclusive recruitment process and workplace. Requests for accommodation can be made at any stage of the recruitment process. Applicants need to make their requirements known.

**We thank all applicants for their interest, however, only those selected for further consideration will be contacted.**