



789 Yonge Street  
Toronto, Ontario M4W 2G8  
[imlibrarypeople.ca](http://imlibrarypeople.ca)

## JOIN US!

**TITLE:** Development Officer, Legacy Gifts

**REPORTS TO:** Director, Legacy Gifts

**DETAILS:** Full time, 1-year contract (with possibility of extension)

**APPLICATION DEADLINE:** Monday, January 21, 2019

### ROLE SUMMARY:

This new role at Toronto Public Library Foundation (TPLF) will with the guidance and support of the Director, Legacy Gifts, independently manage and build a portfolio of engaged planned giving prospects and donors, to ensure a strong base of ongoing financial support for TPLF priority projects and initiatives, as well as provide administrative support to the Legacy program as a whole. The Development Officer will work collaboratively with colleagues across the Foundation and be a passionate ambassador for the Legacy Gifts Program. This role is based at the Toronto Reference Library at Yonge & Bloor in downtown Toronto. Salary will be commensurate with skills and experience.

### ABOUT TORONTO PUBLIC LIBRARY FOUNDATION:

TPLF was established in 1997 as a charity to support the world's busiest urban public library system – Toronto Public Library. Funds raised by the Foundation support life-changing programs, services, spaces and collections at the Library's 100 branches. Since its inception, the Foundation has raised over \$84 million for TPL, thanks to the generosity of donors. To learn more about the Toronto Public Library Foundation, visit [tplfoundation.ca](http://tplfoundation.ca). To learn more about the Toronto Public Library, visit [tpl.ca](http://tpl.ca).

### KEY RESPONSIBILITIES:

- Work with Director, Legacy Gifts to develop and implement strategies to identify, cultivate, solicit and steward planned giving prospects;
- Manage a portfolio of assigned planned giving prospects and donors through the donor life cycle and commit to key performance targets including face-to-face visits and solicitation calls;
- Build meaningful relationships with potential and existing donors while incorporating messages of impact in stewardship and cultivation;
- Maintain accuracy of all active planned giving donor files including all related donor record administration, briefing notes, and contact reports;
- Oversee the coordination and administration of estates, from the initial notification to completion including all communication with trustees, lawyers, family members, and other professionals;
- Ensure successful activities surrounding gift administration, prospect and donor research, marketing & communications, recognition and stewardship;
- Work with Director, Legacy Gifts to achieve annual performance metrics and financial targets;
- Engage and work with volunteers, donors, TPLF stakeholders and senior staff to ensure successful achievement of Foundation activity and revenue goals;
- Remain abreast of best practices in the field and promote a culture of philanthropy
- Commit to ongoing professional development, engagement and leadership within the Estate and Gift Planning sector.



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#### QUALIFICATIONS & EXPERIENCE:

- Proven track record soliciting and closing gifts;
- Experience developing donor strategies and execution including cultivation, solicitation, and stewardship;
- Proven ability to work well with a wide range of constituents, including volunteers, donors, allied professionals and program staff;
- Strong organizational, accuracy and attention to detail skills;
- Demonstrated skills in problem solving, analysis, and professionalism;
- Excellent organizational skills with the ability to prioritize a diverse workload;
- Ability to function as a member of a team to fulfill the team's goals and responsibilities;
- Excellent interpersonal and communication skills, both verbal and written;
- Working knowledge of the regulations which govern charitable giving and estate administration and knowledge of gift transactions involving complex assets and gift vehicles would be an asset.

#### REQUIREMENTS:

- Minimum college or university degree or equivalent;
- Minimum 2-4 years of experience in fundraising with direct donor contact;
- Working knowledge of MS Office suite software including Word, Excel, and Power Point;
- Membership in good standing with the Canadian Association of Gift Planners is an asset;
- Knowledge of Raiser's Edge software is an asset;
- Completion of the Canadian Association of Gift Planning course is an asset.
- Candidate must be physically able assist with event preparation, execution and tear-down

#### WHY APPLY?

- A chance to work for a wonderful organization with a fun, cohesive team supporting the Toronto Public Library, the busiest public library system in the world
- Municipal non-profit experience
- Major gift ask experience
- Technical planned giving administration experience
- Mentorship from tenured fundraiser
- Access to professional development (AFP/CAGP and others)

#### TO APPLY:

- Please send CV to: [tplfreruit@mccgroup.ca](mailto:tplfreruit@mccgroup.ca) (email only, no phone calls please) by Monday, January 21, 2019
- Please include DEVELOPMENT OFFICER, LEGACY GIFTS APPLICATION in subject line
- Only qualified candidates will be contacted

*The Toronto Public Library Foundation invites applications from all qualified individuals. The Foundation is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.*