

Director, Philanthropy Administration (Part Time – 50%)

Full Time Annual Salary Range: \$102,000 - \$129,000

St. Paul's Foundation seeks a **Director, Philanthropy Administration** to oversee philanthropy administration for the Foundation, ensuring all agreements and commitments are properly documented, tracked and executed. The incumbent provides subject matter expertise in all aspects of gift administration and may be called upon to oversee estate files in which litigation or complicated circumstances have arisen. This is an exciting time in the history of the Foundation: we're on the cusp of building an incredible new hospital, research complex, and health campus.

Primary Responsibilities:

- Review contracts, agreements, gift deeds, terms of reference, and other documents as required by the Development team or Executive Officers. Identify issues and recommend solutions.
- Draft or revise gift agreements for review by prospective donors and their advisors.
- Advise and manage estate files in which conflicts or legal challenges arise in the course of a gift coming to the Foundation.
- Work with executors, estate solicitors, lawyers, other professional advisors and donor families to resolve any issues which have arisen pertaining to estate gifts including review of executors' accounts and releases.
- Ensure policies and procedures are in place to track and qualify donor prospects and record and report all actions, along with current and deferred gifts.
- Consult on various aspects of gift administration (receipting, transfer of securities, electronic fund transfers, etc.) as requested.

Qualifications:

- A Bachelor's degree in Law, or a related field, or STEP Canada designation.
- At least 5 years' experience in estate administration. Experience working with lawyers, accountants and financial planners in a corporate environment is an asset.
- Experience with and ability to understand complex legal and financial processes including: contracts, grant agreements, trust arrangements and the tax treatment of various charitable gift arrangements.
- Ability to demonstrate discretion and sensitivity in handling confidential information.
- A good working knowledge of estate administration, life insurance products, and trusts is preferred.
- Demonstrated planning, analytical, and organizational skills.
- Excellent interpersonal and communication skills, both oral and written.
- Sound judgement, tact, diplomacy, and problem-solving ability.
- Ethical behaviour: you are committed to ensuring your actions are consistent with the mission and values of St. Paul's Foundation.

Diversity, equity, and inclusion are essential to creating a great workplace. At St. Paul's Foundation, we are fully committed to building a strong and representative team. To that end, we especially encourage applications from members of all communities who are disadvantaged on any grounds under the BC Human Rights Code, including people of colour, people of all genders and sexualities, people with disabilities, and Indigenous Peoples, who, as a result of colonization, are under-represented in positions of economic, social, and political influence and leadership.

To apply, please send your resume and cover letter to the attention of **Johann Boulter** at **SPFCareers@providencehealth.bc.ca**. The posting will remain open until the position is filled. Thank you for your interest in working with St. Paul's Foundation. Only candidates short-listed for interviews will be contacted.

About St. Paul's Foundation:

St. Paul's Foundation raises funds to support patients, residents, caregivers, and families at St. Paul's Hospital and at Providence Health Care's 17 sites across BC. Our generous donors are an essential part of Providence's mission to deliver compassionate care, innovative research, and world-class medical training and education.

As we look back on our 130-year history – and forward to our future in the new St. Paul's Hospital on the Jim Pattison Medical Campus – we are ready to further push the boundaries of innovation, research, and patient-centred care for the people of British Columbia and beyond. Truly, our mission and the support of our community have never been more important. www.helpstpauls.com