



Who We Are

The Ontario SPCA and Humane Society is a registered charity and has been operating for 150 years. The Society provides care, comfort and compassion to animals in need in communities across Ontario; we value all animals and advocate to treat them with respect and kindness. We strive to keep pets and families together and do so through a variety of community support services.

Opportunity

Reporting to the Vice President, Development, the **Estate Administration Officer** is responsible for the overall management and execution of the Society's estate administration process. This role works closely with executors, lawyers, professional advisors and other charitable beneficiaries to support the realization of a variety of legacy gifts (bequests, life insurance, annuities, charitable remainder trusts, etc.). This role is also accountable for the creation and reporting on internal estate and legacy gift status and KPI reports.

Status:

Full Time

This role is eligible to participate in Ontario SPCA flexible work arrangement policy and program

A Typical Day

- Conducting activities relating to the management and execution of the Society's 175+ active estate files
- Conducting risk assessments during review and audit of administration of the estate and selects the best course of action if questions or discrepancies are noted
- Skillfully negotiating estate matters with beneficiaries, executors, solicitors etc.
- Representing Ontario SPCA at estate litigation proceedings/meetings with estate solicitors and where necessary, with Ontario SPCA counsel
- Negotiating and making decisions on behalf of and in the best interest of the testator's wishes and the Ontario SPCA
- Making financial risk decisions
- Maintaining hard copy estate files and Raiser's Edge records to audit standards
- Ensuring the testator's gifts are used as directed and recognized in accordance with Society's stewardship practices
- Collaborating with other departments to help facilitate completion of estate and legacy gifts; including stewardship of next of kin where appropriate
- Creating and managing the completion of estate and legacy gift status and KPI reports

Why You Should Join Our Team?

- Be part of an energetic team environment with others who share your passion for animal wellbeing!
- Competitive compensation package including medical, dental and vision benefits
- Flexible work location environment
- Employee Family Assistance Program

- Paid sick time
- Generous discount on virtual pet care services
- Discount on pet supplies and toys
- Discount on Ontario SPCA Paws & Give merchandise

Do You Have What it Takes?

- Ability to operate under pressure and meet tight deadlines
- Skilled in conflict resolution and proven negotiation skills
- University or College degree, preferably in paralegal or estate planning
- 5+ years of experience in estate administration; or as a Trust Officer (legal or para-legal training is considered an asset)
 - Candidates with less than 5 years of experience are still encouraged to apply
- Demonstrated experience handling a portfolio of estate files from notification to completion
- A good working knowledge of procedural aspects of estate administration in Ontario
- Excellent working knowledge of Raiser's Edge and Excel
- Ability to travel throughout the province on an as needed basis and must have a valid "G" driver's license and access to reliable transportation. (e.g. meeting with solicitors, executors)
- Active member of CAGP and/or AFP an asset
- Experience with basic bookkeeping and accounting skills is an asset.

We Can't Wait to Meet You!

Please forward your resume and cover letter to:

Stephanie Miller
Vice President, Development
smiller@ontariospca.ca
Ontario SPCA and Humane Society

Please quote "Estate" in the subject line.

We wish to thank all applicants for their interest in the Ontario SPCA and Humane Society, however; only those selected for an interview will be contacted.

The Ontario SPCA and Humane Society provides accommodation during all stages of the recruitment process. Should you require any accommodation, please advise us if you are contacted for an interview and we will work with you to meet your accessibility needs. For any questions, suggestions or required documents regarding accessibility in a different format, please contact us at 888-668-7722 or careers@ontariospca.ca.

Please note that the Ontario SPCA and Humane Society has a Covid-19 vaccination policy in place for all employees and provide proof of vaccination as a condition of employment. Valid medical accommodation will be taken into consideration on an individual basis.