



VACANCY: Development Officer, Estate Giving
REPORTS TO: Director, Estate Giving
LOCATION: Toronto, Ontario (hybrid working model)
STATUS: Full-Time

Hires: One (1) vacancy

About us

Part of University Health Network (UHN), Canada's #1 hospital, UHN Foundation raises funds for research, education and excellence in patient care at Toronto General and Toronto Western hospitals, Toronto Rehab and The Michener Institute of Education at UHN. Our donor community is UHNITED to help us change the status quo of healthcare – helping recruit and train the brightest medical minds from around the world, develop new treatments for disease, and advance bold medical research.

UHN's Toronto General Hospital has been ranked the #3 hospital in the world on Newsweek's 2024 World's Best Hospitals list, citing our leadership in transplantation, cardiac and vascular care, and surgical innovation. UHN is the only publicly funded hospital in the top five – also making us the world's #1 publicly funded hospital.

The Foundation's vision and mission is to enable global leadership and innovation in health by developing strong relationships with UHN stakeholders. We are committed to supporting UHN's vision to create a healthier world by embodying our values of integrity, accountability, collaboration and inclusion.

Together with our donors, we are helping Canada's #1 hospital reimagine healthcare.

Position summary

We are seeking an enthusiastic, ambitious estate giving professional to join our team at the UHN Foundation. The Development Officer will be a self-starting individual with aptitude and passion to build relationships with individual donors and prospective donors and colleagues, and who demonstrates excellent attention to detail, communication and relationship-building skills. The incumbent will be part of the successful Estate Giving team. Experience with the Raiser's Edge donor database is an asset for this position.

Responsibilities

- Implement and execute approved strategies and initiatives aimed at increasing prospect and donor engagement within the Estate Giving program
- Assess needs and contribute to the development and implementation of plans for various estate giving engagement initiatives.
- Collaborate with teams including Marketing and Communications, Community Giving and Stewardship to streamline communications and implement activities to promote legacy giving.
- Provide guidance on estate giving options including bequests, securities, insurance, RRSPs/RRIFs, etc.
- Execute Estate Giving program initiatives including direct mail and telemarketing campaigns
- Ensure all donor touchpoints and moves management actions are captured within the Raiser's Edge database.
- Draft various types of donor correspondence.
- Conduct administrative and execution duties relating to program activities as needed.

- Other duties consistent with job classification.

Marketing, Communications & Events

- Collaborate with Marketing colleagues to develop, refresh, and execute legacy giving collateral, donor stories, and digital campaigns aligned with the UHNITED brand.
- Support donor education and engagement through in-person and virtual events, webinars, and partner initiatives (e.g., Will Power).
- Respond to inquiries and provide estate giving resources to internal and external stakeholders.

Data & Reporting

- Use data insights to support donor segmentation, tracking, and pipeline development.
- Maintain accurate and detailed records on legacy prospects, commitments, and donor interactions in RE NXT.
- Assist in reporting on fundraising performance, marketing ROI, and forecasting future revenues.

Collaboration & Internal Engagement

- Serve as an internal ambassador for estate giving by providing fundraising colleagues with technical knowledge, donor strategy support, and proposal input.
- Participate in cross-departmental initiatives related to direct response, stewardship, and donor engagement.

Operational Support

- Assist in the ongoing implementation of the estate giving module in RE NXT, including documentation and process improvements.
- Contribute to budgeting, program planning, and annual revenue/expenditure tracking.

Requirements

- A relevant 4-year degree or, a relevant 3-year degree/diploma combined with a professional certification or, an equivalent combination of formal education and relevant experience.
- Proficiency in the full suite of Microsoft Office products and internet tools. Familiarity with and aptitude for Raiser's Edge preferred.
- Member in good standing of CAGP, AFP or AHP is an asset.
- Excellent interpersonal, oral, and written communication skills to work effectively with a variety of stakeholders
- Exemplary attention to detail with excellent planning, organizational and time management skills
- Strong strategic aptitude with a demonstrated ability to problem solve and handle a diverse range of assignments with multiple timelines
- Resourceful and self-motivated while remaining comfortable collaborating within a framework of a goal-oriented team environment
- Possess a professional and mature presence with evidence of leadership, sound judgement intuitiveness, tact and diplomacy.

Work Environment

- Fastpaced, service and results oriented environment.

- The Foundation has a hybrid work model. Staff will be required to have a safe home office set-up 3-4 days per week and will be in office for 1-2 days per week, (specifics to be planned with your manager.)
- Ability to work cooperatively with colleagues in all positions throughout the Foundation.
- Shared commitment and support of the overall Foundation goals.

Alongside competitive salaries, we offer an extensive benefits package including a Health Spending Account (HSA), flexible work arrangements, growth and development opportunities, defined benefits pension plan, birth parent/parental leave top-up, extended long weekends around statutory holidays and more.

University Health Network thanks all applicants; however, only those selected for an interview will be contacted. UHN has a diverse workforce and is an equal-opportunity employer.

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