

About the job

Manager, Legacy (Planned) Giving

Status: Full-Time

Location: Canada - Remote. Within the GTHA - Hybrid.

Salary Range: \$68,560-\$81,415

We welcome applications from candidates located anywhere in Canada.

Cystic Fibrosis Canada is looking for our next Manager of Legacy Giving to help Canadians with cystic fibrosis (CF) live W/O Limits.

Imagine life, health and hope without limits. You can help us lengthen life-spans and improve lives. Ensure CF care and support is available. Increase access to critical medicines. Help everyone in Canada's CF community live fully, beyond the limits of cystic fibrosis.

Are you ready to help Canadians live without limits? Apply today and change lives tomorrow.

WHO ARE WE?

Cystic Fibrosis Canada has dramatically changed the cystic fibrosis story, advancing research and care that has more than doubled life expectancy. Since being founded by parents in 1960, Cystic Fibrosis Canada has grown into a leading organization with a central role engaging people living with cystic fibrosis, parents and caregivers, volunteers, researchers and healthcare professionals, government and donors, all working together to change lives through treatments, research, information and support. Despite remarkable progress, the fight is not yet done; there are still Canadians left behind. The organization's goal is to keep pushing until all people with cystic fibrosis can experience a full, healthy life, without limits.

THE ROLE AND IMPACT:

The **Manager, Legacy Giving** is a strategic fundraising leader responsible for advancing CF Canada's national planned giving program to drive sustainable, long-term revenue growth. Reporting directly to the Director, Philanthropy and Corporate Partnerships, the Manager leads the development, execution, and expansion of a comprehensive legacy giving program that strengthens donor relationships, mitigates organizational risk, and positions CF Canada for future financial stability.

This role moves beyond operational support into program ownership, requiring specialized fundraising expertise, decision-making authority, and cross-department strategic leadership consistent with a manager-level function.

Responsibilities & Growth Opportunities

Join our team to help steward and grow Cystic Fibrosis Canada's Legacy Giving program. This role offers a unique opportunity to manage estate administration, engage with donors, and contribute to strategic fundraising initiatives.

Key Responsibilities:

Program Management & Strategy

- Lead CF Canada's national legacy giving strategy aligned to organizational fundraising goals.
- Set and monitor annual/multi-year revenue and pipeline targets.
- Maintain and strengthen planned giving policies, procedures, and risk/governance frameworks.
- Serve as CF Canada's internal planned giving lead, advising Development and **cross-functional teams**

Revenue Growth, Pipeline & Forecasting

- Own legacy giving KPIs, forecasting, and performance reporting; provide insights to the Director.
- Identify and prioritize high-potential donor segments.
- Cultivate, solicit, and secure planned and estate gifts.
- Integrate legacy giving across major, mid-level, and annual programs and lead CF Canada's participation in national initiatives (e.g., Will Power).

Cross-Functional Collaboration & Influence

- Coordinate planned giving efforts with Fund Development, Marketing/Communications, Finance, and Operations.
- Provide strategic input to embed legacy giving into campaigns, appeals, and donor journeys.
- Support leadership with deferred gift revenue recognition and forecasting practices.

Estate Administration & Risk Management

- Lead oversight of estate files to ensure donor intent, compliance, and timely administration.
- Liaise with legal advisors and executors, managing timelines and complex issues.
- Maintain documentation standards to preserve institutional knowledge. Donor Experience & Stewardship
- Lead the national stewardship framework for legacy donors and future intenders.
- Oversee legacy donor recognition, including legacy society engagement.
- Serve as relationship manager for high-value legacy donors and professional advisors.

Team Leadership & Program Scalability

- Mentor colleagues and build planned giving knowledge across the organization.
- Develop scalable systems and tools to support future program growth

WHAT YOU BRING:

Education & Professional Credentials

Advanced Fluency in English (written and oral)

Post-secondary degree in fundraising, business, communications, nonprofit management, or a related field.

Minimum 5–7 years of progressive fundraising experience, with at least 3 years directly in legacy/planned giving.

Demonstrated expertise in soliciting, closing, and stewarding complex planned gifts, including:

- Bequests
- Beneficiary designations

- Gifts of securities
- Life insurance gifts
- Other deferred giving vehicles

Proven ability to manage both long-term pipeline development and immediate revenue opportunities, aligned with organizational fundraising goals.

Experience working with estate files, executors, trust officers, and legal counsel. Ability to interpret wills, estate documents, and gift agreements.

Demonstrated experience managing risk-sensitive or legally complex philanthropic arrangements.

Experience leading a planned giving program, not just supporting one—building strategy, policies, procedures, and governance frameworks.

Track record of setting revenue targets, managing KPIs, forecasting, and reporting performance outcomes

Demonstrated experience stewarding and cultivating donors with multi-decade or high-value philanthropic commitments.

Exceptional interpersonal and communication skills, capable of acting as a senior relationship manager for donors and advisors.

Advanced working knowledge of Microsoft Office Suite, CRM (e.g. Raisers Edge), project management tools (e.g. Asana, Monday.com)

Desired

- French language (written and oral)
- Working towards or holds a CFRE designation considered an asset
- Active membership in the Canadian Association of Gift Planners (CAGP) or willingness to obtain membership upon hire.

WHAT WE OFFER:

- Collaborative, dynamic, and passionate work environment, with colleagues who are driven and motivated for this community.
- RRSP and Benefits programs
- A company culture rooted in empathy, accountability, collaboration, and innovation.
- Flexible working schedule

Hybrid work model offered

HOW TO APPLY:

Please submit your resume and cover letter directly through LinkedIn Easy Apply
<https://www.linkedin.com/jobs/view/4383330529/>

For more information, please visit our Careers webpage www.cysticfibrosis.ca/careers

Cystic Fibrosis Canada thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

Deadline to submit your application is June 1, 2026.

Cystic Fibrosis Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to culture, ethnicity, race, color, religion, beliefs, gender, gender identify or expression, sexual orientation, nation of origin, genetics, disability, age, or veteran status.

We will be happy to work with applicants requesting accommodation at all stages of the hiring process.

For additional information on our values (Connected, Inclusive, Impactful and Bold), Cystic Fibrosis Canada and the courageous fight being waged against this disease, please visit www.cysticfibrosis.ca