



**Canuck Place**  
CHILDREN'S HOSPICE

## **Legacy Giving Officer, Estates**

**Location:** Granville office and working remotely (hybrid)

**Reporting to:** Associate Director, Major Gifts & Planned Giving

**Job status:** Permanent Full-time 1.0 FTE (75 hours bi-weekly)

**Compensation:** \$67,640-\$73,720

*We want our staff to “thrive” not just survive, so Canuck Place is committed to living our values of care exceeding not just minimum wage but living wage in B.C. This means that regardless of role our entry level salary is a minimum of \$28.20 per hour equivalent to \$55,000 full-time annually.*

### **ABOUT US**

*Canuck Place Children's Hospice (CPCH) is British Columbia's recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the highest quality pediatric palliative care.*

*It is the expectation for all roles across the organization to know the organization's philosophy of pediatric palliative care and uphold a commitment to further ones knowledge. Our philosophy of pediatric palliative care is as follows: Pediatric palliative care improves quality of life, promotes comfort, and reduces suffering for children with life-threatening conditions (serious illness) and their families through a holistic approach addressing; physical, emotional, social and spiritual needs. It is collaborative person & family-centered care delivered using a team-based approach throughout the continuum of care across all ages and stages of illness, including bereavement. It values choice and honest and compassionate communication.*

*At Canuck Place we understand that uniqueness is powerful. We hold each other accountable for an inclusive environment where employees feel empowered to share their experiences and ideas and know that they belong. We believe diversity drives innovation and the best pediatric palliative care for children and their families therefore we welcome that every person brings an individual perspective and experience to advance our mission. We have more work to do to advance diversity and inclusion and we are building a culture where difference is valued. We have a commitment to inclusion across gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity and disability status, to ensure our team members are empowered to bring their full, authentic selves to work. All staff are encouraged to contribute their perspective and lived experience through our internal employee groups such as Care 4 the Caregiver, Culture, DEIB (Diversity, Equity, Inclusion & Belonging), Green Team, Truth and Reconciliation and Wellness Committees.*

### **WHY SHOULD YOU CHOOSE TO WORK HERE?**

Canuck Place careers are full of connection, community, and care. We aim to nurture a supportive culture rooted in compassion, collaboration and support while providing expert care to children and families. Our team includes individuals with a special blend of sensitivity, compassion, and appreciation for life. Canuck Place is where no moment is missed. A place where you can make a difference.



We offer competitive compensation and a benefits package focusing on wellness and self-care that includes:

- 20 days' vacation (pro-rated to your full-time equivalency) to start with ongoing annual anniversary increases up to an organizational maximum of 45 days
- Up to two paid mandatory wellness days a year
- Generous paid leave including compassionate and special leave when you need it
- Municipal Pension Plan (MPP)
- 100% employer paid benefits package from your first day which includes extended health and dental and \$1,500 annually for counselling
- Health and Wellness Spending account that provides up to \$1,000 annually to ensure you can focus on the benefits that are important to you and your family (Eligible after successful completion of the 6-month probationary period).
- Flexible working options
- Meal program on-site at the hospices
- Continuous paid training and development opportunities so everyone has the opportunity to learn new skills and grow
- Ongoing parental support including top up for maternity and parental leave and paid leave for new grandparents

## **YOUR ROLE**

### **JOB SUMMARY**

Working closely with and reporting to the Associate Director, Major Gifts & Planned Giving, the Legacy Giving Officer is responsible for overseeing estate administration (in collaboration with our Finance team), supporting strong stewardship practices for legacy donors and supporting fundraising initiatives with Annual Giving and Donor Services teams.

This role focuses primarily on estate administration, key in-life fundraising from a small portfolio, and financial analysis, and integrated plans with our Annual giving team. We are seeking a candidate with demonstrated estate administration skills, who can balance the administration process alongside other donor portfolio responsibilities.

The Legacy Giving Officer enjoys both systems work and brings a warm approach to stewardship of existing donors, as well as when confirming new legacy gifts.

The ideal candidate enjoys working across multiple teams and has a sophisticated understanding of fundraising, and how varying teams, gift vehicles and donor cultivation actions function in an established legacy giving and major gifts program. The incumbent will build upon recent growth in Canuck Place's legacy giving program and make an impact well into the future.



## **RESPONSIBILITIES – 100%**

- Oversees estate administration in coordination with Finance team, and with support of the Associate Director and as needed, Director of Development.
- Manages all active estates and executes cultivation tactics to meet annual goals for confirmed legacy expectancies from prospects.
- Receives and tracks incoming revenue from estates; updates expectancies on an ongoing basis.
- Maintains files and records for estates, ensures accurate estate gifts and corresponds with donors, executors and advisors.
- Personally cultivates and solicits a portfolio of 20 assigned major gift donors (Donor Advised Funds, securities and trust donors) and seeks opportunities for engagement, compelling reporting on Canuck Place's mission, and substantive tailored communications.
- Monitors and evaluates activity and results; identifies challenges and manages up where required, showing discretion and involving leadership as needed to support donor relationship management.
- Works closely with colleague Legacy Giving Officer and Associate Director to raise legacy giving revenue through estate administration, financial sector strategy, and from assigned donors and prospects, all in collaboration with Annual Giving, Events and Major Gifts teams.
- Attends community events to support financial sector outreach strategy.
- Supports legacy giving donor recognition program and associated stewardship mailings.
- Creates and customizes donor materials and related organizational communications, including donor briefings, proposals and stewardship materials.
- Ensures prospect tracking across giving areas and channels is maintained and assists in data analysis and evaluation.
- Records all legacy giving donor activity in Virtuous, our donor CRM.
- Responsible for Will Power campaign emails in Mail Chimp; prospect follow up via telephone fundraising strategy and other segmented annual giving donor strategies
- Work closely with Annual Giving Officer primarily on mid-level donor cultivation and alongside other Legacy Giving team members who support monthly giving integration
- Act as backup support on gifts of securities process with Donor Services; offers backup support to Donor Services gift processing during peak seasons as needed.
- Assumes other related responsibilities, as assigned.

## **EDUCATION AND EXPERIENCE**

- Ideally, 5+ years of progressive non-profit fundraising experience in gift and estate planning or legacy giving and/or working in a major gifts fundraising role.
- Demonstrated experience with estate administration and/or in the legal profession
- Experience confirming legacy gifts from existing or new donors.
- Demonstrated experience with varying gift planning vehicles including bequests, trusts, gifts of life insurance, RRSPs, Donor Advised Funds and gifts of securities.
- Involvement with the Canadian Association of Gift Planners (CAGP) is an asset as are knowledge of tax laws, regulations and compliance issues that govern charitable giving.



- Work experience which includes leading fundraising campaigns and events; ideally for legacy giving donors and potential donors. Experience in estate administration, budgeting and finance is an asset, ideally in a gift and estate planning environment.
- A related degree or diploma from a recognized educational institute or an equivalent combination of experience and education.

## **QUALIFICATIONS**

### **What you bring to the role:**

- A commitment to inclusive fundraising and communications practices.
- Proven exposure to and experience with the bequest administration process.
- Robust experience and familiarity and interest in working with lawyers, financial advisors, wealth management firms and individuals who have made legacy gifts.
- Financial acumen – familiarity with statements of accounts, financial and campaign analysis and reporting.
- Experience working with sensitive and confidential information and managing risk.
- Effective project management skills, with the ability to thrive and effectively manage priorities.
- Demonstrated ability to maintain discretion and confidentiality at all times, in working with sensitive and confidential information.
- Strong Microsoft Office Suite computer skills, and experience with Virtuous or similar donor CRM system. Exposure to and familiarity with remote work and planning software such as Trello, Slack and Teams would be an asset.
- Strong attention to detail (specifically with Excel, project timelines and database management).
- Skilled at storytelling and sharing the “why” behind why donors support their charities of choice.
- Ability to inspire others; to develop and maintain meaningful, respectful, long-term relationships with current and prospective donors, their families and advisors.
- Superior interpersonal skills; and the ability to confidently interact and build trust with individuals and rightsholders all levels.
- Excellent written communication skills, and the ability to effectively and compellingly adjust for audience and medium when needed.
- Excellent organization, prioritization, judgement skills; demonstrated ability to think strategically and creatively.
- Solutions-focused and able to consistently make decisions that lead to positive or constructive outcomes.
- Self-motivated and results-oriented; positive, collaborative work style with the ability to work as part of a multi-disciplinary team.

### **You have:**

- High integrity; creativity; balance, good judgment and objectivity; high vision and conceptual capabilities; consultative, facilitate and collaborative; sense of humor.



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- Excellent time management skills.
- Demonstrates flexibility that allows you to work with high energy and creative people.
- Able to thrive and effectively manage priorities in a changing, dynamic environment.

**Please note:**

- Evidence of Health Canada approved vaccinations must be provided prior to your first day of work.
- Flexibility is necessary, as this position may require occasional weekend and evening work and travel within and outside Metro Vancouver and the Fraser Valley.
- Clear and valid BC driver's license or ability to travel for donor meetings and events.

**RECRUITMENT PROCESS**

We understand that the recruitment process is not a one size fits all, our inclusion values and flexibility extend to your hiring experience. Canuck Place is committed to providing inclusive access and accommodations throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accessibility accommodation through the recruitment process, please contact our People & Culture team at [recruitment@canuckplace.org](mailto:recruitment@canuckplace.org) and we will work with you to meet your needs.

Canuck Place Children's Hospice hires on the basis of merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations, genders and gender identities, members of the 2SLGBTQIA+ community.

**APPLICATION PROCESS**

Please submit your cover letter and your resume at <https://www.canuckplace.org/about-us/careers/> by **April 6, 2026**. Applications will be reviewed as they are received. We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted.