

A world free of the effects of diabetes is our vision. That's why we're working together to improve the quality of life of people living with diabetes. We're sharing knowledge and creating connections for individuals and the health-care professionals who care for them; advocating through public policy; and funding research to improve treatments and find a cure to end diabetes.

Join our dedicated, talented Diabetes Canada team and together, #LetsEndDiabetes!

Role Overview:

We're seeking a Planned Giving Officer who will be managing, cultivating, soliciting, and stewarding planned giving (PG) prospects and donors. This role helps fundraising by giving colleagues tools, training, meeting support, and guidance on gift planning.

Reporting to the Senior Manager, Planned Giving, the Planned Giving Officer contributes to the growth of planned giving expectancies and enhancing the profile of the PG program. The Officer will build and maintain relationships with existing and prospective donors and collaborates with internal and external stakeholders across Canada to support the development and execution of planned giving strategies.

Location: 1000 – 170 University Ave. Toronto, Ontario. A flexible work agreement policy in place allowing employees to work on a hybrid schedule, working remotely, and with the expectation of being on-site.

Compensation: The hiring salary range for this role is \$72,000–\$78,000 annually, depending on skills and experience with meeting the requirements of the role.

What You'll Do

- Develop and execute stewardship activities for existing confirmed legacy donors through various communication channels.
- Define and implement stewardship touchpoints for PG prospects and expectancies.
- Effectively communicate and coordinate PG activities across the organization as required.
- Maintain and update PG content on the website.
- Execute digital marketing initiatives for the PG program in collaboration with the Digital Marketing team.
- Maintain vendor relationships to support program delivery and achieve expectancy targets.
- Partner with internal teams to integrate PG within opportunities into broader fundraising initiatives.
- Collaborate with team members to identify and support opportunities to increase current and future giving.
- Participate in and remain accountable for setting goals and strategies to meet revenue objectives.
- Plan and deliver donor cultivation activities, including webinars and events.
- Collaborate with Marketing and Communications to align messaging with organizational priorities and audience needs.
- Ensure all activities align with fundraising best practices and donor-centered approaches.

Note: This role is not limited to the responsibilities listed above and may include other duties as required.

What You Bring

- 3-5 years of fundraising experience, preferably in planned giving
- University degree or diploma in fundraising, communications, or related discipline, or equivalent experience
- Canadian Association of Gift Planners (CAGP) certificate is an asset.
- Ability to support and collaborate with team members in PG conversations and donor engagement strategies.
- Sound understanding of brand reputation policies, practices and experience working cross-functionally with the internal teams.
- Strong written and oral skills and the ability to synthesize complex information.
- Solid understanding of charitable giving vehicles and associated tax strategies.
- Experience working in and understanding current trends in the non-profit sector.

- Experience working with MS Office applications and CRM systems.
- Strong organizational, communication, and problem-solving skills.
- Proven ability to build and maintain effective working relationships with internal and external stakeholders.
- Commitment to fostering a positive, inclusive and collaborative work environment.
- Understands and demonstrates a commitment to Diabetes Canada's Mission, Vision and Core Values. Willingness and ability to travel on occasion.

Why Join Us?

At Diabetes Canada, you'll play a meaningful role in making a difference every day for people living with or at risk of diabetes. We're a national organization with an entrepreneurial spirit, where your contributions are valued, recognized, and rewarded.

What We Offer:

- **Impactful Work Environment:** Join a high-performing, collaborative team committed to building a healthy and engaged workplace culture.
- **Flexibility:** Our flexible work agreement allows for remote and hybrid schedules, supporting work-life balance on a 35-hour work week.
- **Comprehensive Benefits:** Competitive compensation plus a group benefits package, including health and dental coverage, life insurance, disability coverage, Employee and Family Assistance Program (EFAP), and company-matched Pension/RRSP.
- **Day-One Coverage:** Most group benefits including health, dental, life insurance, and EFAP, start on your first day.
- **Wellness Support:** Access to a mental wellness app with guided meditation and self-paced learning on a variety of topics.
- **Generous Time Off:** Enjoy additional paid holidays beyond provincial statutory holidays and an end-of-year office closure.
- **Employee Engagement & Recognition:** We promote a culture of appreciation through our rewards and recognition platform, enabling recognition at all levels: peer-to-peer, team, and manager-to-employee across the organization so every contribution is celebrated and employees feel valued.
- **Inclusive Culture:** We celebrate diversity and foster an inclusive workplace that provides equal opportunities for all.

Our Core Values:

ACE-IT: Agility, Collaboration, Excellence, Integrity, Taking Initiative

About the Application Process

Go to the webpage: <https://www.diabetes.ca/careers> and click on "View Job Openings". Click on the "Apply Now" button found at the bottom-left of this screen. You will be required to complete a very brief questionnaire and submit your résumé and covering letter.

If you experience any issues with the application process, please contact us at: DCHR@diabetes.ca

Additional Information

- You must be legally eligible to work in Canada. Where applicable, you must hold a valid work permit or study permit that allows you to fulfill the requirements of this role.
- Diabetes Canada welcomes applications from all qualified individuals, including people of all genders, Indigenous Peoples, persons with disabilities, and members of visible minorities. We value a workforce that reflects the diversity of the communities we serve.
- We are committed to providing accommodations during the recruitment process. If you require any support or adjustments, please let us know.
- We thank all applicants for their interest; however, only those selected for an interview will be contacted.
- Please note that this posting is to fill a new vacancy at Diabetes Canada.