



Development Officer, Gift & Estate Planning
Full-Time Permanent
Vancouver, BC

The BC Cancer Foundation is at the forefront of a transformative era in cancer research and care.

As the fundraising partner of BC Cancer, we are driving bold initiatives that inspire hope and save lives. Cancer is the largest health challenge globally, and we are mobilizing communities, partners and collaborators across British Columbia to accelerate wild-impact solutions.

With a team of over 90 staff across five sites, more than \$110 million in annual revenue, and a donor base of over 80,000, we are one of the province's largest non-profit organizations. We have a purpose-driven, high-performing culture – fuelled by talent, data and technology to accelerate progress and shape the future of cancer care.

About the Opportunity:

The Development Officer, Gift & Estate Planning, is responsible for cultivating future gifts through a portfolio of active planned giving donors, with a focus on the Lower Mainland. The primary goal of the position is to build relationships with donors and prospects, to engage with them and inspire them and initiate gift & estate planning conversations and confirmations of future support. The Development officer will also identify, cultivate, and solicit current giving opportunities through their work and outreach.

Reporting to the Executive Director, Gift & Estate Planning, key responsibilities of this role will include:

- Building, cultivating, soliciting and stewarding a portfolio of 125-150 prospects through face-to-face meetings, phone calls, emails, and stewardship opportunities
- Building relationships with donors through strategic contact, to engage, inspire and secure future support, aligning with fundraising and activity targets
- Develop an understanding of BCCF fundraising priorities, attending prospect and donor strategy meetings where necessary to recommend approaches
- Maintain accurate, strategic and timely information on prospects and donors in our database, Raiser's Edge
- Qualifying donors and prospects through regular activities and proactive identification of new opportunities and high level prospects

- Identifying new prospective donors, assess their gift capacity and potential, uncover facts that show how an optimum size gift may best be solicited; contribute to the development of targeted cultivation strategies
- Engaging with BC Cancer partners and collaborative activities related to revenue generation across the Foundation.
- Evaluates site/program results with direct manager to identify potential challenges and respond to day-to-day concerns.
- Working collaboratively with colleagues in our Discovery Circle, Major Gifts and Donor Engagement teams within the Foundation on effective donor relations strategies

Qualifications

- A degree or diploma from a recognized post-secondary institution in a related field, plus a minimum of 3 years' experience in fundraising / donor relations, or an equivalent combination of education, training and experience
- Experience in gift planning, law, financial planning or accounting, and a clear knowledge and understanding of the Canadian tax system, estate planning and various gifting vehicles is ideal
- Must have regular access to a vehicle and have a valid driver's licence
- Some travel may be required for this role

Core Knowledge + Skills:

- Superior verbal and written communication skills, and the ability to provide clear executive information
- Strong interpersonal skills, ability to work independently and as part of a team
- Knowledge of fundraising principles and practices; keen interest in new and innovative ideas for research and pipeline management
- Ability to locate, analyze, interpret, synthesize and communicate information, financial data and reports into information that will guide qualification, cultivation and solicitation strategies and stewardship reporting
- Demonstrated initiative, creativity, effectiveness and organizational skills and the ability to work well and within timelines
- Demonstrated professionalism and tact in handling highly sensitive and confidential information ethically; adhering to professional standards and protecting the confidential information of BCCF and BC Cancer
- Strong knowledge of the philanthropic climate and opportunities in Vancouver and the Lower Mainland
- Ability to work under tight timelines and competing priorities



- Excellent computer skills including word processing, database/information management, email and internet. A knowledge of sophisticated fundraising software programs, preferably Raiser's Edge would be an advantage
- Ability to speak Punjabi, Mandarin or Cantonese would be an asset
- Uphold and contribute to BCCF's values of *Professional, Passionate, and Positivity*

Salary Range: \$64,000 to \$78,000

What We Offer:

- 5 weeks' vacation plus office closure between Christmas Eve and New Years, as well as half days office closures before each statutory holiday
- Comprehensive benefit package including coverage for health, dental, vision and various paramedical services, plus participation in the Employee & Family Assistance Program
- Participation in the Municipal Pension Plan

BC Cancer Foundation is committed to fostering, cultivating and preserving a culture of diversity & inclusion. All qualified applicants will receive consideration for employment regardless of age, ethnicity, gender identity or expression, language, national or Indigenous origin, family or marital status, physical and mental ability, political affiliation, race, religion, sexual orientation or socio-economic status.

If this position is of interest to you, please apply online at:

<http://bccancerfoundation.com/about-us/careers>