



Who We Are

The Ontario SPCA and Humane Society is a registered charity and has been operating for 150 years. The Society provides care, comfort and compassion to animals in need in communities across Ontario; we value all animals and advocate to treat them with respect and kindness. We strive to keep pets and families together and do so through a variety of community support services.

Our Values

Our core values include having compassion for the people and animals we serve. Being transparent with the individuals we interact with every day and the team members we work with. Each day striving for excellence in relation to animal welfare. Collaborating with one another to ensure a team spirit in caring for the animals. We take accountability for our actions and the impact we are making in pet-related care. All our values add up to ensure the upmost care, comfort and compassion and to treat the animals and the communities we serve with respect and kindness.

- Compassion
- Transparency
- Excellence
- Collaboration
- Accountability

Why You Should Join Our Team

- Be part of an energetic team environment with others who share your passion for animal wellbeing!
- Competitive compensation package including medical, dental and vision benefits
- Employee Family Assistance Program
- Paid sick time
- 3 weeks of vacation to start!
- Predictable daytime hours
- Free onsite parking
- Discount on Ontario SPCA apparel, Paws & Give merchandise, Virtual pet care, and pet food too!
- Opportunities for professional development

Opportunity

Legacy Giving Officer

Reporting to the Director, Legacy Giving, the Legacy Giving Officer will build and maintain relationships with existing and prospective legacy donors and support the development and execution of legacy giving campaigns. The Legacy Giving Officer will work closely with donors, executors, professional advisors and

other charitable beneficiaries to support the realization of a variety of future legacy gifts (gifts in will, life insurance, annuities, charitable remainder trusts, etc.) and will contribute to the overall growth of the legacy giving program.

Key Responsibilities

Legacy Donor Relationship Management

- Identify, cultivate and manage a portfolio of approximately 150 qualified legacy prospects and confirmed future legacy donors.
- Respond to queries through mailings, phone calls, emails and conduct donor meetings (virtual and in person) to discuss legacy giving options, philanthropic goals and long-term impact.
- Identify expectancies with the capacity to make current mid-level and major gifts; and explore in collaboration with the Philanthropy team opportunities for blended giving that combines current giving with a future legacy gift.
- Support the integration of legacy giving opportunities and conversations across other fundraising teams and with other departments.
- Maintain and update donor records with donor interactions, intentions and moves management activity in Raiser's Edge.

Legacy Giving Program Management

- Collaborate with the Director, Legacy Giving, to support the Animal Advocate Society Legacy Stewardship Program to engage and retain confirmed Ontario SPCA legacy expectancies (more than 1,000).
- Utilize RE NXT to prepare and pull legacy giving data lists for legacy appeals, campaigns and KPI reporting.
- Ensure Legacy content on website is maintained and up to date.
- Support the execution of events and meetings related to legacy donor stewardship.
- Work closely with the Development and Marketing teams to develop legacy marketing materials and tactics that promote legacy giving and confirmed legacy gifts through Ontario SPCA internal and external channels.

Additional Functions

Including but not limited to:

- Provide guidance and support to the Development team and Ontario SPCA colleagues as needed on legacy giving best practices.
- Provide assistance to the Estates Administration Officer, as needed.
- Maintain current knowledge of legacy and estate administration trends through networking, research, and professional development.

Qualifications

Education & Experience

- University/College degree, or equivalent combination of education and experience.

- 5-8 years of experience in fundraising, including direct experience in securing legacy gifts through relationship-based fundraising, and building new relationships with prospects, donors and volunteers.
- Demonstrated experience working closely with donors and professional advisors to complete their planned gifts.
- Demonstrated experience with promoting and securing gifts of life insurance, annuities, and other planned giving vehicles preferred.
- Excellent working knowledge of Raiser's Edge, RE NXT.
- Advanced skills in MS Office Suite (Outlook/Word/Excel/PowerPoint).
- Demonstrated commitment to continuing professional growth and education.

Skills & Competencies

- Exhibits a high level of maturity and aptitude for working with and understanding the needs and interests of individual donors related to estate planning.
- Exceptional interpersonal skills with a keen attention to detail, strong listening skills, empathy, patience and logic.
- Strong collaborator who can motivate colleagues to deliver integrated success through effective project management.
- Strong organizational skills with the ability to complete multiple tasks with a high volume of work, often with tight deadlines.
- Self-motivated, high energy, results-oriented with the drive to exceed expectations.
- Ability and flexibility to work in a team environment, under time pressure, on some weekends or evenings.
- Ability to use tact and discretion and maintain confidentiality is mandatory.
- Strong communicator with exceptional written and oral communication, judgment and decision-making skills.

Working Conditions

- Must have the ability to occasionally work onsite at the provincial office in Stouffville.
- Ability to work remotely.
- Ability to travel throughout the province and must have a valid "G" driver's license and access to reliable transportation.

Starting Salary Range: \$68,000 - \$72,000 commensurate upon experience

We Can't Wait to Meet You!

- Click [Apply Now](#) and upload your resume and cover letter.

We wish to thank all applicants for their interest in the Ontario SPCA and Humane Society, however only those selected for an interview will be contacted. Please note that this posting will remain open, with applications reviewed on an ongoing basis until the position is filled.

The Ontario SPCA and Humane Society is committed to fostering an inclusive and accessible workplace. Accommodation is available throughout the recruitment process upon request. For any questions, suggestions or required documents regarding accessibility in a different format, please contact us at 888-668-7722.

Our Commitment to a Human-Centered Hiring Process

Our organization complies with Ontario Employment Standards Act, 2000, and relevant privacy legislation. While we use technology to help manage applications efficiently, resumes are personally reviewed by a member of our recruitment team. From screening to interviews and final decisions, our process is rooted in a human-centered approach.