



Job Title: Donor Relations & Legacy Giving Specialist

Location: Victoria, BC

About the Role

As a key member of the Development and Marketing team, the Donor Relations & Legacy Giving Specialist leads donor relations, major and legacy giving, individual giving, corporate sponsorship, and membership development. The role builds and stewards long-term relationships, leads fundraising initiatives, supports strategic planning for the Gallery's Capital Campaign, and provides organization-wide guidance to support the Gallery's long-term financial sustainability.

Key Responsibilities

This role will focus on:

- Cultivating and stewarding relationships with major donors, legacy donors, members, and prospective supporters, while identifying new opportunities to advance annual and multi-year fundraising goals.
- Leading the planning, implementation, and continuous improvement of the Annual Appeal, Major Gifts, Legacy Giving, donor recognition, and related fundraising initiatives.
- Developing donor communications, proposals, impact reports, gift documentation, recognition approaches, and follow-up that protect donor intent and strengthen donor confidence.
- Providing strategic fundraising advice, analysis, risk assessments, tools, and recommendations to leadership, staff, committees, and the Board.
- Contribute to an inclusive workplace by demonstrating respect for diverse perspectives, supporting equitable and accessible practices, and fostering a welcoming environment for colleagues, artists, and visitors.
- Developing and stewarding corporate sponsorship opportunities and supporting strategic planning for the Gallery's Capital Campaign and new building project.

What We're Looking For

- A minimum of five years of progressive fundraising experience, preferably in a charitable, arts, cultural, or non-profit organization.
- Demonstrated experience cultivating, soliciting, stewarding, and retaining donors, including major gift and legacy giving prospects.
- Strong knowledge of ethical fundraising, donor stewardship, planned giving, CRA requirements, charitable giving regulations, gift acceptance considerations, and the risks associated with complex gifts.

- Exceptional written, verbal, presentation, relationship-building, organizational, project management, and time management skills.
- Proficiency with donor management or CRM systems; experience with Blackbaud Raiser's Edge is considered an asset.
- A bachelor's degree in fundraising, non-profit management, business administration, communications, arts administration, or a related field, or an equivalent combination of education, training, and experience. A CFRE designation or active AFP membership is an asset.
- Sound judgement, discretion, and professionalism when handling confidential donor and financial information, with availability for occasional evening and weekend work, local travel, and transporting light materials for meetings and events.

Position Details

Hours: Permanent full-time unionized position 35 hrs/wk. Monday to Friday, 9:00 am to 5:00 pm, with occasional evening and weekend work as required

Salary: \$40.49 per hour (effective March 22, 2025). Unionized position, CUPE Local 410, Pay Grade 8

How to Apply

Please submit your cover letter and resume (or CV) to careers@aggv.ca

Document Requirements:

Please send us one document (preferably PDF) including both your cover letter and resume (or CV) named in the following format.

- LAST NAME_Initial_Job Title_APP

If you must send your cover letter and resume (or CV) as separate documents, please name them in the following format.

- LAST NAME_Initial_Job Title_CL
- LAST NAME_Initial_Job Title_RES

Applications will be reviewed as received, and interviews may be scheduled on a rolling basis. While this posting will remain open until the position is filled, interested candidates are encouraged to apply as soon as possible.



We thank all applicants for their interest; however, only those selected for an interview will be contacted.

AGGV is an equal opportunity employer. Employment decisions are based on qualifications, merit, and organizational needs, in accordance with the BC Human Rights Code.