

# Job Posting

## Philanthropy Officer, Gift & Estate Planning

Full-Time, Permanent

1920-21

### What you'll do

Our Gift & Estate Planning program is growing and looking forward continuously. We are looking for a talented fundraiser to join our collaborative team who will enjoy the many faces of legacy work, whether it is events, donor 1:1's, strategy, communicating, creating or executing.

Reporting to the Associate Director, Gift & Estate Planning, you will be responsible for gift planning activities, including the identification of legacy prospects, and providing appropriate information and tools for prospective legacy donors to make legacy decisions in a timely manner. In addition to stewarding prospects, you will also steward existing Legacy Circle members, and create stewardship plans for single donors and groups of Circle members.

In this Officer role, you will broaden the program's network of professional advisors and actively assist in leading engagement activities locally and regionally, as well as increasing the program's direct collaboration with influential advisors. As an exceptional writer, you will lead in ensuring the legacy toolbox is current, accurate and fulsome, in all digital and printed formats. You will work collaboratively with a breadth of other Foundation teams to support the growth of the legacy program.

### Why you'll enjoy this role

You will enjoy this role if you are:

- Adaptable and flexible and thrive on variety.
- A highly collaborative team player that enjoys mutually encouraging brainstorming.
- An exceptional writer and communicator that brings donors joy in their giving and commitment to the Foundation through each interaction.
- A strategic thinker where what comes next is as important as excellence in today's donor experience.
- A slight data nerd who is exceptionally personable and friendly.
- A lover of donors who see legacy gifts as an expression of their lives, their values, their heart.

### What you bring

As the ideal candidate, you demonstrate exceptional communication and collaboration skills and have experience in building relationships with donors, professional advisors and volunteers. You have a track record for successfully facilitating steps to support prospective legacy donors transition to Legacy Circle members and confirm planned gifts. You demonstrate midlevel knowledge of gift

planning, such as Wills and bequests, and basic estate and tax laws (extensive knowledge is not required, however this is not an entry level position).

In addition, you will have:

- Five years of direct fundraising experience, with a minimum of two years in a gift and estate planning fundraising role, or the equivalent experience in a professional advisor capacity.
- Post-secondary diploma or degree in a related field.
- Proficiency using Microsoft Office applications and experience using databases; Raiser's Edge is an asset.
- CFRE designation, and current or past CAGP membership are assets.
- Valid class 5 driver's license and access to reliable transportation.

### What we do

At BC Children's Hospital Foundation, we're on a quest to ensure every kid in the province receives the best health care imaginable. As a fundraising organization, we inspire communities and people to support BC Children's Hospital, along with its world-class research institute, mental health facility and rehabilitation centre.

Our work makes a profound difference. From helping get the boldest research ideas off the ground to supporting the most advanced equipment, together we are pushing the boundaries of what's possible in children's health care. This is no small task—which is why we're looking for passionate people to join our team and help propel our mission forward.

### Join us

We believe that anything is possible. And that permeates every action we take. As a team, we push ourselves to constantly aim higher in our work. We try new things and challenge the status quo. We respect each other and act from a place of compassion in everything we do.

While we take our work seriously, we're also big on taking care of our team. We offer perks like a nine-day fortnight schedule and flexible hours, topnotch health and dental benefits, and a commitment to professional development.

We think it's a pretty amazing place. Others agree—we're proud to say that we've been recognized as one of BC's Top Employers for ten years in a row.

Seem like the right place for you? Join us and help kids shine. Apply online at by **January 28, 2020** at [www.bcchf.ca/careers](http://www.bcchf.ca/careers)