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| Position Title: | Manager, Estate & Gift Planning |
| Reports to: | Director of Development |
| Direct Reports: | None |
| Position Type: | Full-time, Continuing |
| Position Status: | Vacancy |
| Posting Date: | January 2, 2026 |
| Closing Date: | January 30, 2026 |
| Salary: | \$80,000 to \$88,000 annually (target hiring salary range) |
| Workplace Location: | St. Joseph's Healthcare Foundation 224 James Street South, Hamilton, ON L8P 3A9 Hybrid Work Model – 3 days on site required |

About St. Joseph's Healthcare Foundation:

We're dedicated to raising funds to support the highest priority needs of St. Joseph's Healthcare Hamilton – an academic health sciences centre committed to exceptional patient care, innovative health research and the education of healthcare professionals. St. Joseph's Healthcare Foundation is accredited through Imagine Canada's Standards Program for its excellence in fundraising, financial accountability and transparency, governance, volunteer involvement and staff management.

We work with grateful patients, individuals, corporations and foundations, healthcare professionals and research teams at St. Joe's to raise funds to help the Hospital purchase essential equipment, pursue novel health research, renovate patient care areas, and support the future of healthcare. We're also big believers in creating a culture that supports a healthy work-life balance, encourages collaboration and teamwork, and fosters personal and professional growth.

St. Joseph's Healthcare Foundation Hamilton is looking for a Manager, Estate & Gift Planning to join our team of dedicated, caring and mission-focused professionals.

Core Function: Reporting to the Director of Development, the Manager, Estate & Gift Planning is responsible for leading and implementing a comprehensive planned giving strategy to maximize long-term support for St. Joseph's Healthcare Foundation to advance the future of healthcare.

Why Work with Us?

St. Joseph's Healthcare Foundation offers a competitive total rewards package including but not limited to:

- Industry-benchmarked salary administration policy and an annual merit-based pay structure*
- Comprehensive benefits package, including extended personal and family health and dental plan coverage, parental leave top-up, access to an annual healthcare spending account, and enrolment in the Hospital's defined benefit pension plan (HOOPP)
- Flexible work arrangements including hybrid work (3 days in office, 2 days from home)
- Paid vacation starting at 3 weeks and your birthday off
- Early Friday office closure for the months of July and August
- Access to the St. Joseph's Healthcare Hamilton Wellness, Employee Discount, and Employee and Family Assistance Programs
- Commitment to Professional Development including an annual budget for each employee
- Discounted on-site parking

**Subject to annual budget approval by the Foundation's Board of Directors*

Key Accountabilities:

The Manager, Estate & Gift Planning is responsible primarily for (but not limited to):

- Building relationships with current and prospective planned giving donors through personal contact, correspondence, and reporting to demonstrate impact of planned gifts
- Ensuring timely and strategic follow-up with donors and their representatives
- Managing a portfolio of ~150 donors, including prospective and existing planned giving donors and mid- and major-level donors for solicitation to achieve annual fundraising goals
- Leading promotion of future gifts by informing donors about strategic estate planning and leveraging gift vehicles, including insurance, registered funds and other assets
- Supporting stewardship and recognition for planned giving donors
- Collaborating with the Communications team on gift planning promotional materials, including website content, brochure development and sharing stories of planned giving donors through Foundation publications and on-line platforms
- Educating Foundation staff on planned giving vehicles and how to promote legacy giving with prospective and existing donors; including keeping abreast of legislation pertaining to planned gifts and trends relating to the field of planned giving
- Maintaining accurate and regular recording on Raiser's Edge and reporting of realized estate gifts and expectancies to update Foundation leadership, including the Board of Directors
- Engaging strategically with professional advisors (lawyers, accountants, financial planners) to keep St. Joe's top-of-mind and promote awareness of the benefits of charitable giving for their clients

Skills Required:

- University degree or college diploma
- Minimum five years of experience, with some related gift planning, preferred
- Excellent writing, research, communications & presentation skills
- Superior relationship building skills
- Strong knowledge of Raiser's Edge or similar fundraising software
- Strategic thinking, attention to detail and strong program management skills
- Ability to work as a team player
- Healthcare philanthropy experience is an asset
- Willingness to work flexible hours, including some evenings and weekends

Application Procedure

If this role interests you, please submit your resume and cover letter with the subject line **Manager, Estate & Gift Planning** to hr@stjoesfoundation.ca by January 30, 2026.

Our Commitment to Equity, Diversity, and Inclusion: St. Joseph's Healthcare Foundation is an equal opportunity employer committed to equity, diversity, and inclusion. We aim to reduce barriers and support accessibility and as such, we will accommodate any needs set out under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code.

AI Statement: Please note that currently St. Joseph's Healthcare Foundation does not use AI tools to screen, assess, or select applicants during the recruitment process.

Thank you for your interest in working with St. Joseph's Healthcare Foundation; only those selected for an interview will be contacted.