

JOB POSTING

Philanthropy Manager, Legacy

2526 – 12

Full time, Permanent

What we do

At BC Children's Hospital Foundation (BCCHF), 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 center.

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 work forward to **power the possible**.

What you'll do

Reporting to the Associate Director, Legacy, and working closely with the Director, Gift & Estate Planning, the Philanthropy Manager plays a central role in connecting with donors to inspire and support meaningful legacy gifts that reflect their values, life story, and vision for the future. This role is all about people and gift planning, engaging directly with donors, building relationships, and guiding them through thoughtful conversations to explore meaningful legacy options.

More specifically, you will:

- **Lead personalized donor conversations:** Manage a portfolio of legacy donors and prospects, connecting one-to-one through in-person visits, phone, and email, primarily across British Columbia, to explore legacy giving options, inspire donors, and secure and confirm deferred gifts.
- **Steward and deepen relationships:** Develop and deliver tailored stewardship strategies for current Legacy Circle members, ensuring each donor feels recognized, valued, and celebrated.
- **Strengthen and expand advisor relationships:** Deepen connections with professional advisors, grow our network, and assist with local and regional engagement efforts to increase visibility and support for the legacy program through direct collaboration with influential advisors.
- **Maintain and enhance legacy resources:** Work with the Associate Director, Legacy, to proactively identify enhancements to keep tools accurate, compelling, and accessible across digital and print platforms.
- **Integrate legacy into broader strategies:** Collaborate with Foundation teams to embed legacy giving into broader fundraising and donor engagement strategies, including contributing to donor visit planning and proactively planning and partnering for internal legacy education initiatives to share knowledge across the organization.

What you bring

We understand that no single candidate will perfectly meet all the qualifications outlined for this job posting. The following highlights the qualifications we consider important.

As a Philanthropy Manager, you are passionate about building meaningful relationships with donors and professional advisors. You bring a proven track record of guiding prospective legacy donors through thoughtful conversations that lead to Legacy Circle membership and confirmed planned gifts. You have a strong understanding of gift planning concepts, such as Wills, bequests, registered assets, and insurance, and a familiarity with basic estate and tax considerations relevant to legacy giving. While extensive technical expertise is not required, you approach these conversations with confidence, curiosity, and a natural ease in connecting with donors.

In addition, you bring:

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- A post-secondary diploma or degree in a relevant field (e.g., marketing, communications, business, political science, humanities).
- Minimum five years of direct fundraising experience, with significant exposure to gift and legacy planning, or related professional advisor work.
- Proficiency using Microsoft Office applications (Word, Excel, Outlook and PowerPoint) applied to the preparation of proposals, reports and presentations.
- Strong knowledge and experience using databases; Raiser's Edge NXT is an asset.
- CFRE designation, and current or past CAGP membership are assets.
- A class 5 driver's license and/or access to reliable transportation.
- A flexible schedule that allows for donor visits and tours, onsite meetings, and occasional after-hours events and meetings.
- An affinity for our values – Think Big, Lead with Heart and Step Up

What you can expect

Ensuring that kids receive the best health care imaginable is no small task, therefore taking care of our team is a top priority. To help you *power the possible* and to support you in your health, well-being, and career growth, in addition to competitive compensation, we offer perks like a hybrid work environment (minimum of two days per week in office) and nine-day fortnight schedule, generous vacation, topnotch health and dental benefits, a defined benefit pension plan, and a commitment to professional development.

The hiring range for this position is between \$89,300 and \$99,000. At BCCHF, we are committed to ensuring that compensation is fair and equitable. Your placement in the salary range will be determined by your experience, relevant skills, and qualifications as they relate to this role.

Please note that all team members of BCCHF are required to complete vulnerable sector criminal record check as a condition of employment.

Join us

We exist to *power the possible*. And that permeates every action we take. As a team, we push ourselves to: *think big* in how we boldly envisioning the future; *step up* in how we are accountable to ourselves, each other and our shared cause; and *lead with heart* in how we listen and engage with others.

BCCHF invites and encourages all qualified individuals to apply. As an organization committed to fostering an inclusive workplace that reflects the diversity of the communities we serve and support. We welcome individuals whose lived experiences may further contribute to the rich diversification of skills, knowledge, and backgrounds at the Foundation.

Seem like the right place for you? Join us and help make kids mighty. Apply online by **November 6, 2025** at <https://www.bcchf.ca/join-team>