

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 in close consultation with the Director, Gift & Estate Planning, the Philanthropy Manager, plays a key role in inspiring and supporting legacy gifts that reflect a donor's life story, values, and vision for the future. As the Philanthropy Manager, you will lead personalized conversations with prospective donors to explore meaningful legacy options, provide them with the tools and information they need to make confident and timely decisions, and steward those relationships with care and intention. You will proactively engage with professional advisors, and existing Legacy Circle donors. This role combines one-to-one donor engagement with program-building initiatives designed to grow and strengthen our legacy giving program.

More specifically, you will be responsible for:

- Managing a portfolio of legacy donors and prospects, conducting proactive cultivation and solicitation through in-person visits, phone calls, and emails—primarily across British Columbia—to secure and confirm deferred gifts.
- Developing and delivering tailored stewardship strategies for current Legacy Circle members, including personalized plans for individual donors and small segments.
- Actively assisting in expanding and deepening relationships with professional advisors, growing our network and leading local and regional engagement efforts to increase visibility and support for the legacy program as well as increasing direct collaboration with influential advisors
- Contributing to the ongoing maintenance and evolution of our legacy giving resources in collaboration with the Associate Director, Legacy, proactively identifying enhancements which ensure the toolbox remains accurate, fresh, compelling, and accessible across digital and print platforms.
- Collaborating across 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 staff legacy education opportunities.

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 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 fluency to identify other options such as registered assets and insurance as legacy gift options for the donor's consideration, and understanding of basic estate and tax laws that are relevant for a donor's legacy journey (extensive knowledge is not required, however this is not an entry level position), with a recognizable ease in conversation with donors.

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In addition, you bring:

- A post-secondary diploma or degree in a relevant field (e.g., marketing, communications, business, political science, humanities).
- Five + years of direct fundraising experience, with a minimum of four years in a gift and estate planning fundraising role, or the equivalent experience in a professional advisor capacity.
- 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 **September 18, 2025** at <https://www.bcchf.ca/join-team>