



## Victoria Hospitals Foundation Leadership & Legacy Giving Officer

Do you want to be part of a team that is changing the health of our community?

The Victoria Hospitals Foundation (VHF) is seeking a Leadership & Legacy Giving Officer as an instrumental team member in achieving fundraising objectives and ensuring Foundation donors receive appropriate recognition. This position works closely with the Philanthropy team to strategize how to best cultivate meaningful and lasting relationships that result in transformational gifts.

This role will be responsible for building and managing ongoing relationships with donors with a goal of securing current and future gifts. The Leadership & Legacy Giving Officer will project manage significant donor stewardship initiatives, including the annual donor wall update, impact reporting, stewardship letters and naming opportunity privileges with the Province. This role will also be responsible for the strategy and renewal of lapsed donors, in collaboration with the Philanthropy and Development teams.

This full-time, permanent position reports to the Manager, Leadership & Legacy Giving and plays a key role on the Philanthropy team.

Our ideal candidate is an exceptional donor relations professional with experience in planned giving and major gifts. They are a superior project manager with a keen attention to detail and an interest in delivering high impact recognition. We are a highly collaborative team and a self-starter with a great sense of humour will thrive at the Foundation.

Essential to this role are:

- High attention to detail
- Exceptional donor relationship management experience that leads to transformational gifts
- Experience using Raisers Edge NXT (or similar donor database)
- A degree, diploma or certificate or equivalent experience in a related field
- CFRE designation or professional designation in estate planning
- Excellent written and oral communication skills, including interpersonal and persuasive communication
- Sound knowledge of estate planning and strategic giving opportunities, including trusts, bequests, gifts of stock and real estate, as well as CRA guidelines related to charitable giving
- The capacity to plan, execute and stay organized in a fast paced environment
- Three to five years of progressive experience in fundraising, preferably with planned giving experience
- A valid driver's license and access to a vehicle is an asset

Personal integrity, sound judgment, a donor-centred orientation and a sense of humour will contribute to success in this position. The Foundation is looking for someone who loves to collaborate and contribute to a team, has keen attention to detail, is reliable, is naturally persuasive and donor service oriented. If this all sounds like you, then we would like to receive your cover letter and resume.

You will enjoy a successful, highly productive, entrepreneurial office that cares deeply about our cause, our donors, and our volunteers.

Qualified candidates are invited to submit a detailed cover letter and resume to Heather Crow, Senior Director, Finance & Administration by emailing [VHFHR@viha.ca](mailto:VHFHR@viha.ca). The posting will remain open until the ideal candidate found.