

SickKidsFoundation



BeingOrdinary

WE'RE NOT LOOKING FOR ORDINARY. WE'RE LOOKING FOR YOU.

At SickKidsFoundation, we do the extraordinary everyday. That's because we have a direct stake in the lives of children. Our job is funding the fight at SickKids; our mission is to make every kid a healthy kid, here and around the world. We are an organization devoted to the greater good, so we don't settle for less. If you are far from ordinary, join us.



SICKKIDS FOUNDATION IS ON THE HUNT FOR AN EXTRAORDINARY MANAGER, ESTATE ADMINISTRATION & LEGAL SERVICES.

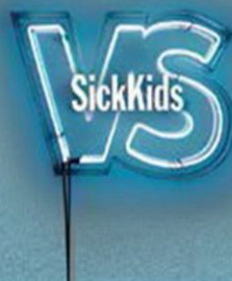
ABOUT US:

SickKids Foundation leads the fight for The Hospital for Sick Children (SickKids), one of the world's foremost paediatric health-care institutions. Founded in 1972, SickKids Foundation is the largest charitable funder of child health research, learning and care in Canada. As a national charity, SickKids Foundation also invests in national and international initiatives to benefit children in Canada and around the world. Philanthropy is a critical source of funding for SickKids.

SickKids Foundation is committed to creating an inclusive culture where expressing your authentic self is celebrated. This includes embedding diversity and inclusion in our policies, practices, and behaviours, to build skills, knowledge and awareness of diversity and inclusion across the Foundation and with our external partners. The Foundation is committed to fostering a safe, accessible, and positive working environment.

For further information on SickKids Foundation's commitment to Diversity & Inclusion [click here to read our Diversity & Inclusion Policy and Commitment statement.](#)

Thanks to our donors, in the fiscal year that ended March 31, 2021, SickKids Foundation raised \$170 million in child health research, learning and care. We're winning, because every day we continue to fight, and we're committed to attracting to our team other passionate individuals who will contribute to our goal of making every kid a healthy kid. It is within this context that SickKids Foundation welcomes applications for the role of **Manager, Estate Administration & Legal Services**



POSITION STATUS: Permanent Full-time

AVAILABLE: June 02, 2022

DESCRIPTION OF THE POSITION:

The Manager, Estate Administration & Legal Services is responsible for overseeing the administration, management, and stewardship of the Estate portfolio for SickKids Foundation and The Hospital for Sick Children. The Manager reports directly to the General Counsel & Chief Risk Officer and provides support for the Director, Gift & Estate Planning and acts as subject matter expert for gift and estate matters and supports others across the Foundation in this capacity and in other aspects as assigned.

YOU WILL:

- Proactively manages the estate administration for all Foundation and Hospital estates from the initial notification to completion including extensive communication with trustees, lawyers, family members, and other professionals
- Reviews and comments upon estate accounts, reviews and revise releases and other necessary legal documents and facilitates stewardship and recognition of estates.
- Identify issues, analyze and coordinate with external parties, particularly legal counsel, other beneficiaries and other charitable organizations to facilitate estate administration.
- Activity reporting, accurate and timely analysis of the financial position of the estates portfolio with an eye for maximizing estate revenue and identifying cost savings.
- Works with General Counsel to prepare for estate litigation, including preparing memos, recommendations for strategy and settlement offers, participation in settlement negotiations and mediations to resolve claims against estates.
- Ensures data integrity of estate information in the donor database and make timely updates to estate trackers and ensure all deadlines are met.
- Conduct analytics on estate portfolio, including generating reports for senior management.
- Follows processes related to the of gift planning program and estate donations.
- Works with General Counsel to develop policy and procedures, other documentation as needed and other projects as assigned.
- Acts as internal resource on gift & estate planning for Foundation fundraising teams, including Major Gifts.
- Keeps current on tax aspects of estates, trusts and other charitable gifts and informed about new legislation and revenue rulings affecting such gifts.
- Manages special projects as required by Gift & Estate Planning and General Counsel.



Qualifications:

While we know that for any job posting no one candidate will possess the qualifications being sought in equal measure, below is an outline of the qualifications we believe are important for a candidate to bring to the position or for the successful candidate to develop while in the role:

- A bachelor's degree or higher, plus 3 to 5 years' experience in estate administration preferred.
- Revenue projections/forecasting skills;
- Demonstrated experience in project management;
- Experience with Raiser's Edge or other relational databases an asset, ensuring appropriate donor documentation;
- Organized, detailed oriented, with strong follow through;
- Superior verbal and written communication skills;
- Decision making and negotiation skills;
- Successful completion of Estate Law Clerk course or having an estates related professional designation preferred;
- Excellent computer skills (Microsoft Office, particularly MS Excel);
- A collaborative, team player.

We're looking for a passionate individual who is interested in moving the dial and making a difference. We are an environment that looks to attract hardworking and committed people, people who are looking to challenge themselves and grow with a globally recognized brand that continues to change the world. If this describes you, consider joining our team. We look forward to reviewing your application.



TOTAL COMPENSATION PACKAGE:

HIRING SALARY RANGE: \$78,481 – \$98,103); with the ability to progress to a maximum of **(\$114,734)** To ensure fair and equitable pay at SickKids Foundation, placement on the salary range will be based on your years of experience, skills and qualifications relevant to the **Manager, Estate Administration & Legal Services** position.

To help you lead in the fight for kid's health and to support your health, wellness, and career growth, in addition to competitive compensation, we offer a comprehensive benefit package (includes a flex benefit plan), tuition reimbursement, flexible work arrangements, pension plan, and birth parent/parental top up – to name a few!

HOURS: 35-hour work week, flexible work options available

DATEPOSTED: June 02, 2022

AVAILABLE TO: Internal and External Candidates

DEADLINE: June 20, 2022

PLEASE SUBMIT YOUR COVER LETTER AND RESUME TO:

Please apply on-line by visiting our website: www.sickkidsfoundation.com

SickKids Foundation is committed to its people and the talents, capabilities, and perspectives they bring to our mission. We live that commitment by being open and accessible to all, by valuing and respecting every individual, and by equally supporting every employee. As an organization proud to have joined the BlackNorth Initiative's CEO pledge, we uphold our commitment by inviting and encouraging individuals from diverse lived experiences from Black, Indigenous, communities of colour, people with disabilities, 2SLBTQIA+ community and all candidates who may contribute to the further diversification of the Foundation's community.

Candidates who require accommodation during the recruitment process should contact the Human Resources Department at: HR@sickkidsfoundation.com

