



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Philanthropy Officer - Planned Giving

<b>Job ID</b>	<b>2C-C4-00-4A-9E-66</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=2C-C4-00-4A-9E-66">https://careers.indigenous.link/viewjob?jobname=2C-C4-00-4A-9E-66</a>	
<b>Company</b>	Canuck Place Children's Hospice	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2020-10-21	To: 2020-11-15
<b>Job</b>	Type: Full-time	Category: Finance
<b>Languages</b>	English	

### Description

Philanthropy Officer – Planned Giving

Location: Granville Office & remote working

Reporting to: Director, Philanthropy

Job status: Permanent full-time 1.0 FTE (75 hours bi-weekly)

Canuck Place Children's Hospice (CPCH) is British Columbia's recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the highest quality pediatric palliative care.

HERE'S WHY IT'S SO GREAT TO WORK WITH US. Aside from being surrounded by a friendly, inclusive, dedicated team, Canuck Place offers employees up to 20 days' vacation (pro-rated to their full-time equivalency), an 100% employer-paid benefits package, Municipal Pension Plan (MPP), a Health Spending account that provides up to \$500 annually to provide additional coverage for health and wellness activities/services, weekly onsite massage therapy, informative lunch & learns, as well as various learning opportunities. Canuck Place Children's Hospice also has a "Care For the Caregiver" committee who provides ongoing, creative activities to connect us with one another as a reminder that it's this moment that really counts.

### SUMMARY

Working closely with and reporting to the Director - Philanthropy, the Philanthropy Officer - Planned Giving, is a key member of the Major Gifts team who will be responsible for engaging a donor portfolio focused on planned and legacy giving. This is an exciting opportunity for a self-starter with a high-growth vision to build upon existing momentum at Canuck Place Children's Hospice.

We are seeking a candidate who has direct experience working with donors and excels in relationship development. This role will identify new and strengthen existing long-term relationships with donors (in the Lower Mainland and throughout the province) that are built on a clear understanding of donors' passions and values. While an interest in planned giving is a must, experience is not specifically required.

### RESPONSIBILITIES

- Identifies, cultivates, solicits, and stewards a portfolio of planned giving donors. Applies a disciplined management approach to include current and future giving strategies.

- Builds strategies to engage development team, management team, Board, and leadership volunteers in the cultivation of new bequest expectancies.

- Analyzes data to assist with annual planning and evaluation. Leads marketing and promotion of the benefits of planned gifts.

- Customizes donor materials, including briefing memos, proposals and stewardship materials.

- Manages incoming revenue from estates in administration. Maintains files and records for estates, codes estate gifts and corresponds with donors and advisors.

- Works collaboratively with a cross-functional team to plan and host engaging events for donors.

- Assumes other related responsibilities, as assigned.

### EDUCATION AND EXPERIENCE

• A related university degree or college diploma from a recognized educational institute or an equivalent combination of experience and education is required.

• In addition, a minimum of 3 years of progressive non-profit fundraising experience is necessary, including experience working with an individual giving portfolio.

• Involvement with the Canadian Association of Gift Planners (CAGP) is an asset as are knowledge of tax laws, regulations and compliance issues that govern charitable giving.

## QUALIFICATIONS

What you bring to the role:

• Self-motivated and results-oriented; positive, collaborative team player with the ability to work as part of a multi-disciplinary team.

• Excellent organization, prioritization, judgement skills; demonstrated ability to think strategically and creatively.

• Solution focused and able to consistently make decisions that lead to positive or constructive outcomes.

• Ability to inspire others; to develop and maintain meaningful, respectful, long-term relationships with current and prospective donors, their families and advisors.

• Superior interpersonal and communication skills; a high degree of professionalism and the ability to confidently interact and build trust with individuals and stakeholders all levels.

• Ability to multi-task, prioritize, and meet deadlines as well as adjust and adapt to changing conditions and/or priorities.

• Demonstrated ability to maintain discretion and confidentiality at all times.

• Strong Microsoft Office Suite computer skills, and experience with RaiserEdge or similar donor database management system.

• Clear and valid BC driver's license and access to a vehicle are preferred.

You have:

• High integrity; creativity; balance, good judgment and objectivity; high vision and conceptual capabilities; consultative, facilitate and collaborative; sense of humor.

• Excellent time management skills.

• Demonstrates flexibility that allows you to work with high energy, creative people.

• Able to thrive and effectively manage priorities in a changing, ambiguous environment.

Note: Flexibility is necessary, as this position may require occasional weekend and evening work and travel within and outside the Lower Mainland.

Canuck Place Children's Hospice hires on the basis of merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

## APPLICATION PROCESS

Please submit your cover letter and your resume at <https://www.canuckplace.org/about-us/careers/> by November 15, 2020. We recognize the importance of a diversified workforce, and we encourage First Nations, Inuit and Metis candidates, members of visible minorities and persons with disabilities to apply.

We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted.

## How to Apply

Please submit your cover letter and your resume by clicking Apply Now by November 15, 2020. We recognize the importance of a diversified workforce, and we encourage First Nations, Inuit and Metis candidates, members of visible minorities and persons with disabilities to apply.

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