



Job Posting - Major Gifts and Legacy Giving Officer (Hybrid Role - Victoria, South Island)

ABOUT US

Children's Health Foundation of Vancouver Island (CHFVI) has invested in the health of Island kids for 97 years. Our mission is to ensure all Island families have access to the health care they need, when and where they need it the most. Thanks to the generosity of our donors, we play an active role in addressing the lack of equitable access to health services and supports for children, youth, and families on Vancouver Island and surrounding islands.

The Foundation does this by reducing financial barriers, increasing navigation supports, and providing culturally safe and supportive "homes away from home" to decrease health inequities that disproportionately impact rural and remote regions, children with chronic and complex needs, indigenous families, and low-income families. We know kids may only be 21% of our Island's population, but they are 100% of our future. Help us invest in this future and join us as champions for the health of every Island family.

WHY WORK HERE?

We are a tight-knit team passionate about making a difference while having fun. The work you do with the Foundation will have a direct and positive impact on children and families in your community. The Foundation believes in providing its employees with a respectful and inspiring workplace and offers competitive salaries, comprehensive extended health and dental benefits, and a pension program. You can be a part of a caring and compassionate team working together to support Island families.

The Children's Health Foundation's core competencies are communication, interpersonal skills, teamwork, open-mindedness, accountability, confidentiality, creative thinking, and daring.

POSITION SUMMARY

The Major Gifts and Legacy Giving Officer is a keystone role at CHFVI and is a pillar of the Fund Development team, providing an intentional and strategic approach to fund development. This role is responsible for managing a robust pipeline capable of making legacy gift commitments or investments of \$25,000 or more to advance CHFVI's wide range of program, capital, and operational priorities. With a deep-set foundation of nurturing and fostering relationships, the Major Gifts and Legacy Giving Officer will focus on engaging prospects and donors through various activities and initiatives to achieve annual revenue objectives. The Major Gifts and Legacy Giving Officer values and understands that transparency, accountability, and integrity are at the core of successful and impactful fundraising strategies. Our ideal candidate will be nimble and flexible when it comes to shifting priorities or changing organizational needs, and they will maintain a positive and solution-oriented attitude when considering innovative ideas and in the face of challenges. Responsible for crafting thoughtful narratives that showcase CHFVI and its mission, the Major Gifts and Legacy Giving Officer has the ability to move the needle and drive tangible results that directly impact the families we support on Vancouver Island.

This is a full-time, permanent position with evening and weekend work required at times for special events and presentations. Valid Class 5 Driver's license and access to a vehicle are required.

RESPONSIBILITIES

Major and Mid-Level Giving (Managing an active portfolio of 60-80 constituents) and Legacy Giving

- Develop and implement personalized plans for current and prospective donors, which include corporations, individuals and family foundations
- Engage in face-to-face meetings and personalized contact activities
- Ensure impeccable and personalized donor stewardship with a professional, timely, and tailored approach
- Prepare and coordinate fundraising materials such as proposals, briefing notes, and presentations
- Review portfolios, ensuring relationships are advancing and donor development activities are on track
- Collaborate to maintain and properly record information about prospects and donors
- Track Legacy Giving benchmarks and deliver on goals on an annual basis
- Oversee legacy giving program that includes the cultivation, solicitation and stewardship of legacy donors
- Collaborate to establish the annual legacy giving program collateral and marketing plan
- Collaborate to develop and implement a legacy giving prospecting system
- Respond to planned giving inquiries to encourage donors to consider leaving a legacy with CHFVI

Support an Integrated Approach to Development

- Develop structure around mid-major gift-level giving programs and recognition circles
- Develop strategies to help deepen relationships with members, mid-level donors and key stakeholders
- Seek opportunities to encourage major gift supporters to participate in other development and CHFVI programs, such as sponsorship, fundraising events, special appeals and hosting activities
- Collaborate in developing a mid-major level major gift cultivation/stewardship event or initiative
- Identify fundraising opportunities to expand and grow development results
- Help supervise and support the Fund Development interns with comprehensive fund development efforts
- Promote a culture of philanthropy by collaborating with board members and leading experts to support the development and deepening of relationships with major gift donors and prospects

QUALIFICATIONS & EXPERIENCE

- University degree in Business Administration, Philanthropy, Fundraising, or equivalent experience
- Certified Fund-Raising Executive (CFRE) designation or in-progress is an asset
- Involvement in the Association of Healthcare Philanthropy (AHP), Association of Fundraising Professionals (AFP), Canadian Association of Gift Planners (CAGP) or a similar professional organization an asset
- Ability to anticipate, understand and respond to the needs and expectations of donors
- Minimum 3 years of progressive fundraising experience, including a track record of achieving revenue targets
- Successful track record in or progressive experience in stewarding and soliciting major gift donors for mid-level gifts (up to \$25,000) or major gift donors that significantly impact organizational mission
- Previous success in efficiently building rapport with senior business and community leaders and leading individual philanthropists that translated into successful gift commitments
- Experience working with an array of stakeholders to support fund development objectives
- Superior written communication and presentation skills, including preparing and delivering presentations
- A high level of organizational ability, attention to detail, and ability to manage tight timelines
- Experience with Raiser's Edge data system, including data analysis and Microsoft Office programs

COMPENSATION PACKAGE

- Base Salary Range: \$59,040-\$88,560
- Additional benefits: 4 weeks vacation, Municipal Pension Plan, comprehensive extended Health & Dental, Long-Term Disability, Life Insurance, and Accidental Death & Dismemberment, monthly cell phone allowance, professional development support

Children's Health Foundation of Vancouver Island is committed to upholding the values of equity, diversity, and inclusion and strongly encourages application from people from marginalized communities, including BIPOC, LGBTQ2s+ folks, and people with disabilities.

To apply, please send your resume and cover letter to careers@reimaginework.ca with the subject line 'CHFVI - Major Gifts and Legacy Giving Officer.' We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.