



## **The Position: Planned Giving Officer**

St. Joseph's Health Centre, or St. Joe's Toronto, is a community teaching hospital, affiliated with the University of Toronto, serving the healthcare needs of the city's vibrant west end. Its vision is to advance the health of its community by being Canada's best community teaching health centre. Its people – staff, physicians, volunteers and students – live the vision and values every day, and are committed to serving its patients and their local community with compassion and quality personal care.

**St. Joseph's Health Centre Foundation** supports St. Joseph's Health Centre in its tradition of providing quality, caring health services for the southwest Toronto community. The Foundation does this through various fundraising, stewardship and granting activities. Gifts to the Foundation help the Health Centre improve facilities, acquire equipment and support critical continuing education.

St. Joseph's Health Centre Foundation is growing. It has a great community, an outstanding health centre and a campaign that has raised over \$90 million to date to support St. Joe's. It has built a motivated and strong Foundation group and is looking for a few key people to complete our team. You will enjoy a collaborative, successful working environment and peers dedicated to our cause, our donors, our community, and our volunteers.

We seek positive, enthusiastic, detail oriented team players who want to be part of an innovative team. The Planned Giving Officer will be outstanding team member, strategic thinker, and clear communicator who will enhance our current operations. They will be a committed and seasoned planned giving specialist with experience working with donors at all levels. They will help build & maintain relationships with prospects, donors and Health Centre staff. Knowledge of our Toronto west end community will be a definite asset.

### **The Position:**

The Planned Giving Officer is responsible driving one of the Foundation's growing fundraising priorities. The Planned Giving Officer is a strategic thinker and established fundraiser who likes a challenge and looks for opportunities to work with others to achieve measureable results.

The successful candidate possesses a strong record of success over the last five-plus years and has knowledge of our west end community. S/he will enjoy dealing with people and will spend at least 50% of her or his time meeting with donors, potential donors and groups in the community.

S/he will increase the Planned Giving donor pool, qualifying donors, and extending our outreach in the professional advisor community. Responsible for project and process development, as well as direct donor work, the candidate displays compassion, mature judgment, superior diplomatic, and highly developed listening skills. The successful candidate has excellent organizational skills and is able to work independently.

The candidate could be a planned giving professional or someone with a background in working with clients to meet their financial needs. Allied professional experience is welcome.

The Planned Giving Officer will be focused on meeting business objectives now and in the future, building a strong and successful revenue stream in our community through planned giving. The Planned Giving Officer reports to the Foundation Vice President of Development and will provide planned giving expertise and support to the broader development team.

The position requires the following:

- Ability to synthesize and summarize a lot of information, track and manage multiple deadlines, work independently and reliably and be productive and efficient
- Experience submitting necessary communications, recognition and stewardship policies, and developing marketing materials to effectively support the portfolio;
- Strong organizational skills and professional demeanour
- Strong interpersonal skills and judgment
- Demonstrated ability to maintain confidential and privileged information with discretion
- Demonstrated ability to facilitate the completion of a variety of gifts (bequests, life insurance, annuities, charitable remainder trusts, etc.)
- Ability to manage multiple tasks simultaneously
- Demonstrated ability to move projects forward according to timeline
- Ability to work with groups/teams
- Self-starter with ability to work independently
- Excellent knowledge of all MS Office applications
- Relevant donor software/database experience (such as Raisers Edge)
- Excellent verbal and communication skills
- Strong team player with a good sense of humour and ability to have fun

If you feel that you would be a great fit for this position, please send in your resume and a covering letter by **November 2, 2018** to [hrjob@stjoestoronto.ca](mailto:hrjob@stjoestoronto.ca). We are looking forward to you helping us realize impressive results now and in the years to come!