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**Title: Manager or Director, Planned Giving**

**Status: Full time**

**Reports to: VP, Development**

St. Joseph’s Health Centre Foundation is an innovative fundraising organization committed to connecting with our west end community and supporting St. Joseph’s Health Centre’s Promise to look after the unique health needs of this wonderful community of half a million. This Promise is rooted in a century-long tradition of community care that was the mission of our founding Sisters of St. Joseph when they first opened our doors in 1921. As we lead up to our 100th Anniversary in 2021, we are renewing our Promise to the west end with a commitment to meeting the care needs of this community.

We have grown in recent years to be a leading community hospital foundation with a strong and engaged board of directors. Last year, we announced reaching a milestone of $100M raised through our Promise campaign. Gifts to the Foundation help the Health Centre create new spaces, modernize facilities and buy new equipment.

As we move into our second century, we see legacy giving as one of the key growth areas for the Foundation. To help grow our program we are looking for a leader, either a Manager or a Director (based on the candidate’s experience), to build and grow a best in class legacy giving program in support of St. Joe’s. Our community is our greatest asset and we are looking for someone who knows the west end well. Ideally, you are someone who lives in or has lived in our community, have a connection to our hospital and are keen to cultivate relationships with others who are interested in leaving a legacy at St. Joe’s.

If you are a self-starter and a people person who enjoys connecting directly with donors we hope you’ll consider joining our Foundation team. If you feel that you would be a great fit for this position, we invite you to apply by Friday, November 6 at 5:00pm via the Unity Health website: <https://unityhealth.to/careers/>

**The Position:**

The Planned Giving lead is responsible for driving one of the Foundation’s growing fundraising priorities - legacy giving, while maintaining a portfolio of intermediate and major gift donors. The candidate is a strategic thinker and established fundraiser who likes a challenge and looks for opportunities to work with others to achieve measureable results.

The Manager or Director will be responsible for building a strong and successful revenue stream in our community through legacy giving and growing the number of members of the St. Joseph’s Society, our legacy giving group as well as soliciting gifts to support immediate priorities and areas of greatest need.

The successful candidate possesses a strong record of success in planned giving over the last five-plus years and has knowledge of our west end community. S/he will enjoy dealing with people and will spend the bulk of her or his time speaking with donors, potential donors and groups in the community to increase the Planned Giving donor pool, as well as intermediate and major gift commitments.

S/he will manage and grow our network of advisors and will work closely with the volunteer leaders who support the program through our Promise Legacy Council. 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. Committed to working as part of an integrated fundraising operation, the successful candidate will be a leader in a dynamic and growing organization focused on delivering increasingly strong results.

The Planned Giving lead is part of the major giving team and reports to the Vice President, Development. S/he works closely with other members of the Foundation team and with members of the board of directors and provides planned giving expertise and support to both staff and volunteers.

The position requires the following:

* Knowledge of gift acceptance policies, life insurance and estate expertise
* 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
* A positive attitude
* Strong organizational skills and professional demeanour
* A commitment to teamwork
* 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 (intermediate and major gifts, bequests, life insurance, annuities, charitable remainder trusts, etc.)
* Excellent verbal and written communication skills
* 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)
* Strong team player with a good sense of humour and ability to have fun
* University or college degree required

If you feel that you would be a great fit for this position and foundation, we invite you to apply by 5:00pm Friday, November 6th via the Unity Health website: <https://unityhealth.to/careers/>

Applications will be reviewed on an ongoing basis before the application deadline closes.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.