



## **Job Posting - Fund Development Officer, Leadership and Legacy Giving (Hybrid Role - Victoria, South Island)**

### **ABOUT US**

Children's Health Foundation of Vancouver Island (CHFVI) has invested in the health of Island kids for more than 90 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 are able to bring supports closer to home and help transform the lives of children and youth living with physical and mental health challenges. We collaborate with communities, partner organizations, and donors to fund programs and provide supports to address the daily and often urgent health care needs families face when caring for a child with complex health challenges. Our crucial fundraising work began with inpatient support for kids with polio and other physical health challenges in 1927 and has evolved with every emerging health care need in the decades since.

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 Fund Development Officer is a keystone role at the 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 the CHFVI's wide range of program, capital and operational priorities. With a deep-set foundation of nurturing and fostering relationships, the Fund Development Officer will focus on engaging prospects and donors through various activities and initiatives to achieve annual revenue objectives. The Fund Development 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 the CHFVI and its mission, the Fund Development 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 & Mid-Level Giving - Managing an active portfolio of 60-80 constituents

- 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 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 yrs of progressive fundraising experience, including a track record of achieving revenue targets
- Demonstrated experience managing legacy gift commitments and/or investments valued at \$10,000+
- 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@reimaginevancouver.ca](mailto:careers@reimaginevancouver.ca) with the subject line 'CHFVI - Fund Development Officer.' We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.