



**Position Title: Development Officer, Leadership and Legacy Giving**

**DEPARTMENT: Leadership and Legacy Giving, Philanthropy**

**REPORTS TO: Director, Leadership and Legacy Giving**

Joining a team of passionate, collaborative fundraisers supporting one of BC's leading critical care hospitals, the Development Officer, Leadership and Legacy Giving will be focused on securing major and planned gifts to Royal Columbian Hospital Foundation.

This role will cultivate, solicit and steward an established portfolio of 125-150 leadership and planned giving donors and prospects through face-to-face meetings, phone calls, emails, and stewardship opportunities. In addition, the incumbent will proactively identify and qualify new prospects.

The Development Officer, Leadership and Legacy Giving will develop and maintain long-term, trust-based relationships with potential and existing donors that support the donors' vision for current and future philanthropic giving. The development officer will take a donor-centered approach to understanding donor values, intentions, and goals in order to deliver the highest level of service to donors.

## **ABOUT ROYAL COLUMBIAN HOSPITAL**

Royal Columbian provides the highest level of care to the most critically ill and injured from throughout the region and province. We are a provincial referral centre for cardiac care, trauma, neurosciences, high-risk maternity, neonatal intensive care, and mental health. No other hospital in the province provides this level of care, or offers all these services, on one site or in such high volumes.

Right now, Royal Columbian is undergoing a \$1.49 billion multi-year, multi-phase redevelopment that will create a world-class critical care hospital. The "crown jewel" of this project is the Jim Pattison Acute Care Tower, scheduled to open in 2025.

## **ABOUT THE FOUNDATION**

Royal Columbian Hospital Foundation (RCHF) is an independent charitable organization that raises millions of dollars each year to fund major projects, priority equipment needs, facility enhancements, research, education and innovation at RCH.

Supporting by thousands of individuals, businesses, community groups and foundations, RCHF strives to achieve its vision to inspire giving and grow funding so patients have access to the best in health care at Royal Columbian Hospital.



### **KEY AREAS OF INVOLEMENT:**

- Manage an established portfolio of major and planned giving donors, with a focus on deepening personal relationships through face-to-face encounters
- Identify and qualifying major and planned gift prospects
- Develop and implementing strategies for the identification, cultivation, solicitation and stewardship of major and planned gift donors
- Collaborate with other team members on donor-centered strategies for optimal giving
- Perform other duties as required by the organization

### **QUALIFICATIONS**

CFRE designation and/or university degree with three years minimum experience or an equivalent combination of education and experience in fundraising or a related industry (e.g. banking, wealth management, etc.). Experience in a health care environment and with capital campaigns is an asset.

### **PROFESSIONAL/TECHNICAL CAPABILITIES**

- Excellent knowledge of the principles of donor-centred fundraising and portfolio management
- Proven success in securing major and planned gifts
- Able to develop and nurture long-term professional relationships
- Understanding of common gift vehicles, including securities, registered funds, insurance, and gifts in kind for both current and deferred giving
- Able to translate complex concepts and structures into simple, plain English language both in writing and speech
- Excellent active listening skills
- Able to demonstrate empathy, compassion, tact and sound judgment when dealing with private matters, including family dynamics, wealth, health concerns, and death and dying
- Ability to establish positive relationships with donors' family members and/or advisors.
- Proficient in MS Office and general computer skills
- Working knowledge of appropriate software applications such as Raiser's Edge; ability to generate reports and queries
- Physical ability to perform the duties of the position
- Valid BC driver's license and access to a personal vehicle
- Willingness and ability to work evenings and weekends, as required

### **COMPETENCIES:**

- Actively seek opportunities and challenges for personal learning, character building and growth
- Model qualities such as honesty, integrity, resilience, and confidence



- Listen well and encourages open exchange of information and ideas
- Demonstrate business acumen by efficiently and effectively identifying and managing human, financial and information resources
- Create connections, trust and shared meaning with individuals and groups
- Think analytically and conceptually – question and challenge the status quo to identify issues and solve problems

## **BENEFITS**

- A comprehensive benefits package which includes extended health, dental, insurance, and health spending account
- Wellness spending account to support healthy lifestyle
- Municipal Pension Plan (MPP)
- Generous Professional Development Program to develop employees through educational programs, professional designations, conferences, and other learning activities
- Generous vacation policy where all team members start at 20 days of vacation per year (prorated based on the start day for the first year)
- For a position that is not management and can perform duties remotely, a hybrid arrangement is possible for up to 2 days remote work per week
- A collaborative and supportive working environment

*RCHF is an equal opportunity employer committed to hiring on the basis of merit. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, genetic information, national origin, protected veteran status, disability status, or any other characteristic protected by law.*

*RCHF celebrates diversity and is committed to creating an inclusive environment. Through a rich diversity of skills, knowledge, backgrounds and experience, we are better able to serve our community. We encourage all qualified individuals to apply.*

To apply, please send your cover letter and resume via email to:

[career@rchfoundation.com](mailto:career@rchfoundation.com)