## About Us

Part of University Health Network (UHN), Canada’s #1 hospital, UHN Foundation raises funds for research, education and excellence in patient care at Toronto General and Toronto Western hospitals, Toronto Rehab and The Michener Institute of Education at UHN. Our donor community is UHNITED to help us change the status quo of healthcare – helping recruit and train the brightest medical minds from around the world, develop new treatments for disease, and advance bold medical research.

UHN’s Toronto General Hospital has been ranked the #3 hospital in the world on Newsweek’s 2024 World’s Best Hospitals list, citing our leadership in transplantation, cardiac and vascular care, and surgical innovation. UHN is the only publicly funded hospital in the top five – also making us the world’s #1 publicly funded hospital.

The Foundation´s vision and mission are to enable global leadership and innovation in health by developing strong relationships with UHN stakeholders. We are committed to supporting UHN's vision to create a healthier world by embodying our values of integrity, accountability, collaboration and inclusion.

Together with our donors, we are helping Canada’s #1 hospital reimagine healthcare.

## Overview and Key Accountabilities

The Estate Giving Manager is responsible for leading key programs, projects, and/or operations within the Estate Giving team. In this role, they support the development and execution of the department operational or project plan aligned with the Foundation’s strategic priorities. While primarily an individual contributor, the Estate Giving Manager provides informal leadership within their area of expertise, ensuring successful execution of deliverables on time and within budget.

Key areas of responsibility include:

* Project/program/operational planning
* Project/program/operational administration
* Project management and execution
* Stakeholder relationship management

## Project/Program/Operational Planning

* Supports the Director in developing the operational/program strategy and overall plan.
* In coordination with the Director, determine the required frameworks, methodologies and tools to execute on the operational/program plan.
* Coordinates the department budget.
* Responsible for meeting revenue and expense budgets.
* Annual fundraising goal to be achieved.
* Develop strategies for legacy lead generation and identify new opportunities to engage legacy prospects.

## Project/Program/Operational Administration

* Oversee the day-to-day activities of multiple, large, and/or complex operational areas/programs.
* Monitor operational/program performance; provides status updates and reports on operational/program metrics.
* Acts as final review prior to the Director for outputs within operational areas/programs.
* Identify improvement opportunities and escalates key issues/risks to the Director; propose and execute solutions to address challenges or mitigate risks.
* Monitor budget across multiple, large, and/or complex operational areas/programs, and supports the Director in managing the overall budget.
* Provide oversight on direct response, including digital fundraising, data strategies in order to maximize fundraising ROI.
* Collaborate with Foundation’s marketing and communication team to create innovative engagement opportunities that will help generate new legacy donor prospects.
* Collaborate across the organization to design and implement effective strategies to discover, cultivate, solicit and steward donors, prospects and volunteers to meet fundraising goals. This will include, Community Giving, Stewardship, Marketing Communications and Research and Prospect Management teams.

## Project management and execution

* Projects include but are not limited to the following: (all which include the planning, strategy and execution – working with both internal and external stakeholders/vendors)
  + Direct mail and Telemarketing campaigns
  + Industry partnerships (i.e. Will Power)
  + Legacy focussed donor education speakers series events
  + Professional Advisor Network strategy and engagement
  + Digital legacy lead generation campaign

## Stakeholder Relationship Management

* Manages relationships and engages a diverse set of stakeholder groups, either to collaborate on delivery of key activities or solicit support and buy-in for operational/program activities; organizes and/or participates in committees as required.
* Key interactions could include internal Foundation business units (leadership and staff) or external stakeholders (e.g., UHN, donors, the public, Board members, advisory committees and other partners)
* Where required, deals with vendors or contractors, including negotiating contracts, managing issues and ensuring agreements are met.
* Manage a portfolio of legacy prospects and donors to secure new future gift expectancies
* Legacy prospect/donor moves management
* Responsible for moving legacy prospects and donors through the donor cycle (Identification, cultivations, solicitation, stewardship
* Work with UHNF fundraisers to provide Estate Giving expertise and donor strategy
* Provide tailored and personalized 1:1 communications with donors

## Position Requirements

### Technical knowledge/skills requirements

* A relevant 4-year degree or, a relevant 3-year degree/diploma combined with a professional certification or, an equivalent combination of formal education and relevant experience.
* 3-5 years of experience working in this or related field in progressive leadership roles.
* Proficiency in the full suite of Microsoft Office products and internet tools. Familiarity with and aptitude for Raiser’s Edge is an asset.

### Work Environment

* Fast pace, service and results oriented environment.
* May have some activity outside of the office to support meetings with volunteers and sponsors.
* The Foundation has a hybrid work model. Staff will be required to have a safe home office set-up 2-3 days per week and will be in office for 1-2 days per week, (specifics to be planned with your manager.)
* Ability to work cooperatively with colleagues in all positions throughout the Foundation.
* Shared commitment and support of the overall Foundation goals.

***Alongside competitive salaries, we offer an extensive benefits package, flexible work arrangements, growth and development opportunities, defined benefits pension plan, birth parent/parental leave top-up, extended long weekends around statutory holidays and more.***

***University Health Network thanks all applicants; however, only those selected for an interview will be contacted. UHN has a diverse workforce and is an equal-opportunity employer.***

**Apply Here:**

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