

*Senior Development Officer, Legacy Giving
Full Time, Permanent
Toronto/Six Nations, ON
Annual Salary Range: \$86,315-\$107,894
Closing Date: February 28, 2025*

Employment Opportunity

Indspire has grown and developed into one of the Top 10 Charities of Impact in Canada, that invests in the education of First Nations, Inuit and Métis people for the long-term benefit of these individuals, their families and communities, and Canada.

Indspire is seeking a **Senior Development Officer, Legacy Giving** to play a key role in identifying, cultivating, soliciting, and stewarding a portfolio of planned giving donors. This role plays a critical part in managing and executing legacy giving initiatives, contributing significantly to annual and future revenue targets of the Major Gifts team.

Key Responsibilities

- Working with the Director, Major Gifts to develop and execute legacy giving fundraising campaigns, programs and initiatives aimed at engaging and involving individuals with Indspire.
- Evaluating fundraising potential for planned gifts within donor segments along with prospect research to identify and qualify potential legacy donors.
- Maintaining a giving portfolio of approximately 75-100 prospects, conducting a minimum of 30 face-to-face visits or calls per year with the goal of confirming a minimum of 25 planned gift expectancies per year.
- Supporting strategic giving and planned giving options, including gifts of securities, trusts, wills, annuities, and insurance.
- Collaborating with the Director, Major Gifts in the planning and implementation of legacy giving and estate management strategies, processes, procedures, and policies.
- Managing the donor stewardship cycle by ensuring legacy donors and gifts are acknowledged in a timely and personal manner.
- Collaborating with the Finance Department in the administration of active estates, including communication with executors.
- Working with the team to host planned giving donor cultivation and stewardship events.

- Managing Impact reports and stewardship letters for legacy donors.
- Collaborating with internal departments to develop funding opportunities and proposals for presentation to legacy giving donors and prospects.
- Managing inquires and developing a plan for relationship management strategies for prospects and donors.
- Creating donor communications materials including funding proposals/packages, pre-proposals, gift agreements, case for support documents, briefing notes for solicitation, presentations and other fund-raising materials as required.
- Producing reports, analyzing results, recommending changes as required to maximize gift revenues.
- Cultivating relationships with estate planning professionals, maintain an updated list of professional advisors, and actively promote opportunities for planned giving.
- Participating in internal meetings to develop and share new ideas that will result in better work practices and collective, team-based success to achieve increased fundraising results.
- Collaborating with the legacy team to prepare and update legacy giving materials including brochures, websites, and forms.
- Managing donor contacts in the fundraising database and maintain files on legacy gift donors.
- Collaborating with the Director, Major Gifts to research and support the Department's annual workplans and budgets, goals and campaign plans.
- Providing support at fundraising events and projects as required with the aim of enhancing the legacy giving program.
- Attending functions as appropriate to promote Indspire and its programs to donors and prospects.

Qualifications

- Completion of a post-secondary degree or equivalent
- Progressive experience with a minimum of five years' experience of demonstrated success in the not-for-profit sector in legacy giving programs.
- Knowledge of and experience in Indigenous communities considered an asset.
- Demonstrated openness to learning and willingness to engage in cultural competency training.
- Knowledge of strategic giving, stewardship, and philanthropic trends is key.
- Knowledge of CRA regulations as they relate to charitable giving is required.
- Previous responsibility for, and demonstrated success in, identifying, cultivating, soliciting and stewarding planned gifts.
- A solid understanding of the fund development and moves management process.
- CFRE an asset.
- Exceptional written and verbal communication skills.

- Strong interpersonal and public relations skills, and the ability to cultivate relationships with and communicate effectively with all donors, volunteers and other stakeholders.
- Ability to effectively coordinate multiple projects, deadlines and priorities.
- Team player that displays initiative.
- Highly computer literate and the ability to work effectively with Raiser's Edge.
- Ability to work with sensitive information with complete confidentiality.
- Ability to work in French is an asset.
- Occasional travel between Six Nations and Toronto offices is required.
- Must be able to work occasional evenings and weekends and possess a willingness to travel within Canada.

We are an Indigenous organization whose mandate is to promote opportunities for Indigenous people. We encourage applications from qualified Indigenous persons and all others interested in the position.

Benefits

- Hybrid workplace that provides combined flexibility to work from home and in the office. Currently staff work three days a week in the office.
- Competitive Benefits Program & Pension.
- Opportunities and support for professional learning and growth.
- Being a part of shaping the future of education for Indigenous people in Canada.

How to Apply

To apply, please visit

<https://indspire.applytojobs.ca/development/36008>

Indspire is committed to ensuring an equal opportunity and barrier-free recruitment process. Accommodation is available to all applicants upon request. Please contact us via email at hr@indspire.ca.

Deadline for Applications: February 28, 2025, at 5:00 pm EST