Lead, Planned Giving

Toronto, Ontario

Reports to: Director, Planned Giving

Compensation: $57,768 - $72,210

Direct Reports: No

**Join us in our mission to change what it is to be blind in Canada.**

Founded in 1918, CNIB is one of Canada’s oldest charities. We believe our new strategic plan, **The Way Forward**, will once again revolutionize the way we serve and support our community from coast to coast. Working with us means that you'll be part of an ambitious, diverse team that's committed to changing what it is to be blind today.

We're looking for a mission-driven Lead, Planned Giving who is passionate about creating more accessible, inclusive, and equitable communities across Canada where people with low vision have unlimited opportunities and can experience life free from barriers and discrimination.

Your Impact at CNIB

* Provide donor-centric administrative support to the Planned Giving and Estates team to support the annual revenue needs of the organization.
* Assists in the implementation and assessment of the Planned Giving program.
* Maintain high quality stewardship practices for active donors including reporting and sustaining detailed records of activities.
* Ensure the internal CNIB team have clear information regarding program/project specific donations and collaborate to meet donor obligations.
* Ensures all donor information provided is accurately entered into SharePoint following established standards, protocols and polices within standard turn-around times.
* Ensures all inbound and outbound Planned Giving and estate correspondence is addressed in a timely manner, both print and electronic.
* Manage special projects/events as required.
* Ensure consistency, quality, accuracy and timeliness of all communications consistent with CNIB's brand.
* Maintain a working knowledge of significant developments and trends in Planned Giving, estates and philanthropy.
* Prepare customized proposals, agreements and gift scenarios involving cash, annuities, and other planned gift vehicles in order to meet the donors personal, estate and financial planning goals.
* Deals directly with professional advisors (legal, financial, etc) when called upon to assist in the creation of the planned gift or for tax receipt.

Who you are:

## Education and Certifications

* University degree or College diploma in business, marketing and communications, fundraising management

## Experience and Qualifications

* Minimum of 2-3 years of experience in specific fundraising, preferably Planned Giving or direct mail position.
* Proficient in MS Office suite software applications including Teams and SharePoint
* Proficient in using a fundraising database (Sales Force/equivalent)
* Adhere to applicable privacy laws as well as CAGP, AFP and CNIB standards of discretion and confidentiality.
* Familiarity with the issues surrounding vision loss is an asset and a desire to be a passionate advocate for CNIB and those we serve.
* Able to handle and maintain confidentiality of sensitive information.
* Superior interpersonal skills, professional attitude, results oriented, strategic, flexible and ability to function with limited supervision and adapts to fast paced environment.
* Ability to provide strategic solutions to complicated and difficulty problems utilising excellent analytical, problem definition and problem-solving skills.
* Excellent written and oral communication skills; demonstrated success in proposal and stewardship development.
* Strong strategic critical thinking skills, with the ability to collect, analyze, interpret and evaluate information, and make recommendations.
* Proven time management, planning, coordinating and organization skills; proactive in initiating multiple projects on an ongoing basis.
* Excellent project management skills, strategic mindset and creative approaches to deepening relationships and driving results.
* Familiar with comprehensive Planned Giving functions and regulations, thorough understanding of Planned Giving, Planned Giving vehicles and tax implications.
* Personal or professional experience relating to blindness and sight loss is considered an asset.
* Personal or professional experience working with assistive technology and/or accessible environments is considered an asset.

Perks

We offer industry leading comprehensive and competitive Total Rewards packages and a wide range of perks, including:

* Flexible and hybrid working arrangements and schedules.
* Opportunities for professional development and growth, including internal inclusion, diversity equity and accessibility (IDEA) initiatives.
* Competitive paid time off inclusive of annual vacation entitlement, additional paid holidays, wellness days, and personal days.
* Group insurance benefits include dental, health and vision care.
* Employer-sponsored pension plan.
* Years of service awards and year-round rewards as part of our employee recognition program.
* Enticing internal employee referral program.

Be Part of Our Mission

If this sounds like the role for you, please visit our website to submit an application.

[CNIB Foundation - Current Openings](https://apply.workable.com/cnibfoundation/j/8C4067E3FA/)

Closing date: May 20, 2025

**Please note that while we invite applications from all interested and qualified applicants, we are unable to follow-up with every applicant.**

Working Together for Change

Our diversity is our strength – we take pride in our inclusive workplace. We are committed to recruiting and selecting candidates through fair, transparent, and accessible practices. We strongly encourage applications from members of groups that have been historically disadvantaged and marginalized, including but not limited to Indigenous peoples, racialized persons, persons with disabilities, people who are blind, partially sighted, or Deafblind, and those who identify as women and/or 2SLGBTQ+.

CNIB is committed to accommodating applicants with disabilities and will work with applicants requesting accommodations at any stage of the hiring process.

Learn more about our mission [here](https://www.cnib.ca/en?region=on\).

