



## **Employment Opportunity: Fund Development Manager, Planned and Major Gifts**

### **Help us make a difference**

YWCA Metro Vancouver respectfully acknowledges that our main office and many of our programs are located on the traditional, ancestral and unceded territories of the xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish) and səlilwətał (Tsleil-Waututh) Nations, and that our work across British Columbia spans the territories of more than 200 First Nations. We also acknowledge the First Nations, Métis and Inuit peoples who reside in our shared communities.

YWCA Metro Vancouver is committed to truth and reconciliation. This includes understanding the truth and impact of our shared colonial history, making positive changes within our organization and taking actions that advance safety, justice and equity for Indigenous people.

As an equity-seeking organization, the YWCA Metro Vancouver values its diverse workplace and is committed to fostering a community of inclusion and belonging. Increasing representation within our organization's workforce composition is a priority and we have taken significant and meaningful steps towards achieving this goal. Women, Black, Indigenous People, People of Colour, 2SLGBTQIA+ individuals, people with disabilities and people from other marginalized groups are strongly encouraged to apply.

**Status: Full Time, 35 hours per week**

**Location:** YWCA Program Centre, 535 Hornby Street, Vancouver  
with the option to work remotely within BC when schedule permits

The Fund Development Manager, Planned and Major Gifts, is responsible for cultivating relationships with new and potential donors to expand the YWCA's planned giving program, while also driving revenue through current major gifts to support YWCA programs and services

Key priorities will include identifying and working with planned giving prospects, increasing the number of confirmed legacy donors, executing planned giving initiatives and events, and stewarding current Legacy Circle donors.

The position will work closely with a team of 20 to ensure that the financial goals of the Fund Development Department are met and will represent the YWCA in public and one-on-one situations. We each work independently and are fully responsible for our own areas while working collaboratively as a dynamic team to meet our annual revenue targets. This position includes occasional evening hours and the opportunity to work partially remotely.

### **Responsibilities**

- Identify, research, and build relationships with prospects which will result in face-to-face meetings and the solicitation of planned and major gifts
- Manage and develop a portfolio of planned giving prospects; secure planned gifts; steward planned giving donors; work with planned giving team on planned giving strategy and events

- Maintain knowledge of various planned giving vehicles, current trends in planned giving and philanthropy and an understanding of basic estate and financial planning strategies for individuals
- Build effective relationships with professional advisors in the financial and legal sectors
- Provide excellent donor stewardship, reporting and recognition to facilitate renewal and/or upgrade of future donations
- Write compelling funding proposals and other donor communication materials including letters of intent and reports
- Participate in, lead and support the planning and execution of donor events
- Complete solicitations on a timely basis to ensure planned giving targets are met
- Ensure accurate donor records by updating donor interactions, giving intentions, communication preferences and recognition in Raiser's Edge
- Collaborate with colleagues in equity, diversity and inclusion discussions, activities and strategies

### **Qualifications & Knowledge**

- A degree/diploma in Marketing, Communications, Business or a related field, or an equivalent combination of education, training and experience
- Completion of CAGP Gift Planning Fundamentals course an asset
- Active membership and/or involvement in CAGP an asset
- Knowledge of prospects with a proven track record in closing annual, major and planned gift asks
- Strong relationship building, strategy development and fundraising skills with 3-5 years related experience
- Excellent oral and written communication skills with the ability to write a variety of documents, such as proposals, reports and correspondence
- Experience with prospect research as well as researching social issues
- Strong organizational and critical thinking skills
- Strategic, proactive work style
- Ability to work both independently and collaboratively with a team
- Strong Microsoft Office skills
- Experience with Raiser's Edge would be an advantage

### **Requirements**

- A valid clear criminal record check (including working with vulnerable populations) is required.
- The YWCA Metro Vancouver's COVID-19 vaccination policy is currently suspended and as a result, vaccination from COVID-19 is not required at this time. However, should circumstances change and the YWCA deem it necessary to reintroduce such policy, you may be required to provide proof of vaccination against COVID-19 in order to be eligible to continue performing your duties.

### **Compensation**

- Pay rate: \$38.57 per hour
- Extended medical and dental benefits
- A defined benefit pension plan
- Pro-rated, paid vacation equal to 22 days per annum, accrued monthly in accordance with the YWCA's leave regulations
- YWCA Health + Fitness membership
- A workplace that prioritizes employee health, safety and wellbeing, including many learning and growth opportunities such as our staff mentorship program and three equity committees who help to support our goals towards achieving meaningful equity and inclusion

## **About the YWCA**

YWCA Metro Vancouver is a registered charity, gender equity advocate and community service provider. We deliver affordable housing, early learning and child care, training and employment services, and a range of holistic programs that help support individual, collective and economic well-being. Our employees are passionate about what they do and are leaders in their fields. We employ more than 500 people and serve thousands of people each year. We are committed to inclusion, diversity, equity and accessibility. We prioritize our employees' health, safety and well-being, and offer many learning and growth opportunities. Together, we boldly advocate for transformational change and envision a just and equitable world for women, families and allies.

This is an exciting time for the YWCA. Join us and be part of a passionate, dedicated and impactful team!

## **How to apply**

Candidates are invited to send cover letters and resumes by **February 27, 2025**, to:

**Josh Hardwick, Associate Director, Fund Development**

535 Hornby Street, Vancouver, BC, V6C 2E8

**email:** [jhardwick@ywcavan.org](mailto:jhardwick@ywcavan.org)

We thank all who apply, but only applicants selected for an interview will be contacted. YWCA Metro Vancouver is committed to ensuring that the application and interview processes are accessible to all applicants; if you require accommodations or have other questions, please contact the hiring manager as listed. All employment will be decided on the basis of qualifications, merit, and business need. Lived experience is considered alongside work experience and education. For more information about YWCA Metro Vancouver and our career opportunities, please visit [www.ywcavan.org](http://www.ywcavan.org).