



Position:	Development Officer, Strategic Giving
Employment status:	Permanent position (35 hours per week)
Location:	Glen Site and Lachine Hospital Site of the MUHC (hybrid)

An important member in our high-performing team of Development professionals, the Development Officer, Strategic Giving will be reporting to the Director, Strategic Giving. Supporting the Director, the Development Officer will steward a portfolio of donors who have confirmed a donation in their will or purchased an insurance policy, as well as donors who are consider this type of donation. The Development Officer will also help process realized bequests and other planned gifts, working with families, executors and professional advisors. The Development Officer will help promote planned giving to the community and support the recognition of future and realized planned giving donors.

The incumbent will have good knowledge of fundraising principles and donor development processes with expertise in administrating bequests and other forms of planned donation. A collaborative bilingual team player, they will have experience in managing numerous priorities and problem solving in a fast-paced and multi-stakeholder environment. With a strong attention to detail and processes, the Development Officer will have a strong sense of donor centricity, engaging the community in the success of the MUHC.

KEY AREAS OF RESPONSIBILITY:

Promoting Legacy Giving and Educating Donors About Gifts in their Wills

- Assist the Director to deliver outreach initiatives, such as seminars, newsletters, and recognition events, to increase awareness and participation in legacy giving.
- Assist the Director to communicate the impact of legacy gifts to physicians, researchers, and hospital leadership;
- Provide donors and their advisors with guidance on impact for patient care and health care research while meeting personal financial and estate objectives;
- Act as a resource to all colleagues to integrate planned giving into the Foundation donors' journey;
- Adhere to the AFP, CAGP and Imagine Canada code of ethical standards.

Stewarding Legacy Donors

- Build and nurture meaningful, long-term relationships with donors whose values align with advancing healthcare excellence and innovation.
- Ensure thoughtful, consistent stewardship of planned giving donors and members of the Legacy Society.
- Assist the Director and the Stewardship team in recognition opportunities that honour donors' lifetime commitment to healthcare advancement.
- Manage accurate, confidential records of all planned giving prospects and commitments in the Foundation's CRM system.



Processing Executed Planned Donations

- Oversee the timely documentation, reporting, and settlement of estate gifts, ensuring compliance with legal, ethical, and Foundation standards.

QUALIFICATIONS AND CHARACTERISTICS:

- Experience using Raiser's Edge or a CRM;
- Expert knowledge of Microsoft Suite (Outlook, Teams, Word, Excel, and PowerPoint);
- Knowledge of fundraising principles and processes;
- Experience in estate administration and processing realized bequests;
- Superior interpersonal skills to motivate and engage stakeholders both internally and externally;
- Excellent problem-solving skills, business acumen, strategic aptitude, and sound judgment;
- Ability to work and lead a team in both English and French (written and oral);
- University Diploma in a relevant field or an equivalent combination of work experience and education.

APPLICATION PROCESS:

We appreciate your interest in the MUHC Foundation. All applications will be reviewed, and only those selected for an interview will be contacted.

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

Kim Cavener: kim.cavener@muhc.mcgill.ca