

## Manager, Legacy Giving

### Job Posting

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#### THE OPPORTUNITY:

**At London Health Sciences Foundation, every gift tells a story—and some of the most meaningful ones are those that extend far beyond today, shaping the future of care for generations to come. Legacy giving is deeply personal. It reflects a donor's values, their life experiences and their desire to make a lasting difference. That's why we approach this work with intention, care and a commitment to building genuine, long-term relationships.**

We're looking for a thoughtful, strategic and relationship-driven leader to join our team as Manager, Legacy Giving. In this role, you won't just be responsible for growing a program—you'll help steward a vision. You'll work closely with donors and prospects, guiding them through important, often emotional decisions about how they want to leave their mark on healthcare in our community. Through meaningful conversations, personalized engagement and a deep understanding of donor motivations, you'll help bring their legacy to life.

As a key member of the Foundation, you will lead the development and execution of a robust, forward-looking legacy giving strategy. This includes identifying and cultivating a strong pipeline of donors and prospects, thoughtfully moving them through the giving journey and ensuring exceptional stewardship that reflects the significance of their commitment. This is a unique opportunity for someone who combines strategic thinking with emotional intelligence—someone who understands that the most successful legacy programs are built on trust, empathy and consistency over time. If you're motivated by purpose-driven work and want to help shape the future of healthcare through the generosity of others, this role offers the chance to make a truly lasting impact.

#### IDEAL CANDIDATE PROFILE

##### Skills / Experience / Qualifications:

- Post secondary education - university degree or college diploma in a related field, or equivalent combination of education and experience.
- CFRE designation is desirable
- TEP designation an asset (or other Estate and Trust designation)
- Current member in good standing or willingness to join CAGP and London Estate Planners Council and other organizations to ensure expertise remains current.
- 7 years of experience in management and fundraising, with proven ability in cultivating and soliciting legacy gifts
- Strong working knowledge of current tax legislation relating to legacy gifts

- Thorough understanding of various legacy giving vehicles and how they can be applied most effectively by prospects and donors
- Expertise and experience in estate and trust administration
- High energy and enthusiasm, with a drive to close expectancies and attain financial and program goals within prescribed timelines
- High initiative and self-motivated, ability to work with minimal supervision
- Comfort, empathy and tact in dealing with delicate situations and external parties including Estate Executors, Lawyers and other Allied Professionals
- Excellent planning and organizational skills
- Proven ability to exercise good judgement, diplomacy and confidentiality
- Knowledge of basic theory and principles of fund development
- Strong oral and written communication skills
- Strong presentation skills
- Strong people/relationship management skills
- Experience in volunteer management
- Basic understanding of healthcare delivery system in Ontario
- Expertise in the use of all corporate productivity tools including Excel, Word, PowerPoint, and Raiser's Edge or other donor database management systems
- Able to work harmoniously with a staff team
- Willingness to maintain memberships in appropriate professional organizations to ensure expertise remains current
- Willingness to travel and attend social/business functions as required

**Functions/Duties:** *(not in priority order or percentage of time)*

- Develop and implement a detailed strategy for the Foundation's Legacy Giving program.
- Actively manage a pipeline of legacy giving donors & prospects.
- Ensure annual Budget and Business plan for Legacy Giving is prepared in accordance with LHSF's overall Strategic Plan
- Oversee monthly expectancy reports
- Provide input and participate as needed to assist in unusually complex tax or legal estate situations as identified by PGO Administration, in order to minimize risk and maximize benefit to LHSF.
- Oversee the active Insurance portfolio as adjudicated by the PGO Administration ensuring portfolio is maintained and current, including timely annual audit reporting requirements.
- Meet or exceed the annual Key Performance indicators set each year.
- Maintain a dynamic system of prospect identification and rating for assigned relationships.
- Achieve or exceed objectives in making donor/prospect calls in accordance with Foundation standards and policies related to moves management.
- Build strong relationships and awareness within area Allied Professional circles through networking, event attendance and professional/technical presentations

- Liaise with annual, mid & major giving staff to ensure legacy giving development is coordinated with their initiatives.
- Liaise with donor relations & stewardship staff to ensure that legacy giving and current donors are provided with appropriate recognition and stewardship.
- Work directly with donor relations & stewardship staff regarding planning/implementing annual Donors for Tomorrow, Allied Professional and other legacy giving events.
- Liaise with communications staff to lead and execute strategies to enhance the profile of LHSC & LHSF including semi-annual newsletter production, website activity and ensuring marketing material is current for both legacy giving.
- Participate in meetings of the Major Gifts and Legacy Giving Team and other related stakeholders as required.
- Regularly evaluate the performance of the legacy giving programs.
- Attend donor/prospect visits with LHSF staff and volunteers as required.

#### **Staff and Volunteer Leadership:**

- Identify, recruit and supervise volunteers as required to help LHSF to meet its financial and program objectives.
- Responsible for hiring and managing legacy giving staff as required including recruiting, setting objectives, monitoring performance, and encouraging professional development.
- Manage/mentor Senior Legacy Giving Officer to build strength and resources for the Legacy Giving Program.
- Oversee orientation and training of staff.
- Act as a resource to, and provide training, when necessary, for other LHSF staff/volunteers as required.

#### **Other Responsibilities:**

- Act as an Ambassador throughout the Community, positively representing the Hospital and the Foundation.
- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect
- Other duties as assigned from time to time to meet the overall goals and objectives of the London Health Sciences Foundation
- Abide by the policies and procedures of the LHSF and LHSC.
- Abide by the *Occupational Health and Safety Act*, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Operate within culture and core values of the organization

To apply for this position please submit a resume and cover letter detailing your experience to Nancy Foran, Executive Assistant, [nancy.foran@lhsc.on.ca](mailto:nancy.foran@lhsc.on.ca). **Please note only those who submit both a resume and cover letter will be considered for this role.**

**DEADLINE TO APPLY: 5:00 pm on May 14, 2026.**

## ABOUT LONDON HEALTH SCIENCES FOUNDATION (LHSF)

As the charitable arm of London Health Sciences Centre (LHSC), we at London Health Sciences Foundation (LHSF) strive to enhance the standard of care for patients at our hospital. With your generosity, we support the development of critical initiatives such as ground-breaking research, state-of-the-art equipment, specialized care with personalized treatment options and the education of our next generation of clinicians.

It is through the hope and kindness of our donors that the health and lives of patients at LHSC are impacted, today and tomorrow. We are committed to honouring your compassion with acts of gratitude, stewarding with respect and reporting with honesty, transparency and accountability.

***On behalf of LHSC, the communities it serves, and the individuals whose lives are impacted by its work, we:***

- **Nurture** kindness and empathy with initiatives that help those in need, today and tomorrow.
- **Champion** gratefulness with legacy choices and commitments that can transform lives.
- **Inspire** optimism with meaningful relationships and creative partnerships.
- **Serve** as trusted stewards committed to responsible, respectful cultivation and engagement of our donor community through accountability, reporting, acts of gratitude and milestone celebrations.

### Our Beliefs

#### **You are the difference.**

Your hope creates possibilities. Your compassion generates strength. Your commitment builds resilience. Because you believe, others thrive.

Making a difference for another person is both noble and joy filled.

It matters deeply.

#### **We honour your kindness and empathy...**

With initiatives to help those in need, today and tomorrow.

#### **We fulfill your gratefulness...**

With legacy choices and commitments that can transform lives.

#### **We celebrate your optimism...**

With meaningful relationships and creative partnerships that prove there are no boundaries to what can happen next.

But it's you – your heart and spirit – who creates the dignity, the support and the love that enriches the lives of your family, your friends, your neighbours and your community.

**You choose to care.**

We're here to serve that choice and the powerful difference it will make.