



TITLE: Development Officer, Legacy Gifts

REPORTS TO: Vice President, Operations and Governance

DETAILS: Full time

SALARY: \$60,000 to \$70,000

APPLICATION DEADLINE: Friday, October 14, 2022

ROLE SUMMARY:

This role at Toronto Public Library Foundation (TPLF) will, with the guidance and support of the Vice President, Operations and Governance, manage and build a portfolio of engaged planned giving prospects and donors, to ensure a strong base of ongoing financial support for TPLF priority projects and initiatives. This role will also provide administrative support to the Legacy program as a whole. The Development Officer will work collaboratively with colleagues across the Foundation to meet goals and be a passionate ambassador for the Library. This role is based at the Toronto Reference Library at Yonge & Bloor in downtown Toronto, where the Foundation office is located. Presently, TPL Foundation staff are working in a hybrid environment with 2-3 days in the office and the rest from home. Salary will be commensurate with skills and experience.

ABOUT THE TORONTO PUBLIC LIBRARY FOUNDATION:

TPLF was established in 1997 as a charity to support the world's busiest public library system – Toronto Public Library (TPL). Funds raised by the Foundation support life-changing programs, services, spaces and collections across the Library's 100 branches, on TPL.ca and beyond. Since its inception, the Foundation has raised over \$95 million for TPL, thanks to the generosity of donors, partners and volunteers. To learn more about the Toronto Public Library Foundation, visit tplfoundation.ca. To learn more about the Toronto Public Library, visit tpl.ca.

KEY RESPONSIBILITIES:

- Work with Vice President, Operations and Governance to develop and implement strategies to identify, cultivate, solicit and steward planned giving and endowment prospects;
- Manage a portfolio of assigned planned giving prospects and donors through the donor giving cycle and commit to key performance targets including face-to-face visits and solicitation calls;
- Build meaningful relationships with potential and existing donors while incorporating messages of impact in stewardship and cultivation;
- Maintain accuracy of all active planned giving and endowment donor files including all related donor administration, briefing notes, and contact reports;
- Manage the coordination and administration of estates, from the initial notification to completion including all communication with trustees, lawyers, family members, and other professionals;

Toronto Public Library Foundation
789 Yonge Street
Toronto, Ontario M4W 2G8

tplfoundation.ca
Charitable tax number 886554476RR001

- Ensure successful activities surrounding gift administration, prospect and donor research, marketing & communications, recognition and stewardship;
- Work with Vice President, Operations and Governance and other colleagues to achieve annual performance metrics and financial targets and contribute to effective and efficient operations of the Foundation;
- Work closely with members of the Revenue Team, participating in Revenue Team meetings and collaborating on integrated fundraising strategies and the donor pipeline to contribute to shared philanthropic goals under the leadership of the VP, Philanthropy;
- Engage and work with volunteers, donors, TPLF stakeholders and senior staff to ensure successful achievement of Foundation goals;
- Remain abreast of best practices in the field and promote a culture of philanthropy;
- Commit to ongoing professional development, engagement and leadership within the Estate and Gift Planning sector;
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE:

- Ability to function as a member of a team to fulfill the team's goals and responsibilities;
- Excellent interpersonal and communication skills, both verbal and written;
- Experience developing donor strategies and execution including a track record in cultivation, solicitation, and stewardship;
- Proven ability to work well with a wide range of constituents, including volunteers, donors, allied professionals and program staff;
- Strong organizational, accuracy and attention to detail skills;
- Demonstrated skills in problem solving, analysis, and professionalism;
- Excellent organizational skills with the ability to prioritize a diverse workload;
- Working knowledge of the regulations which govern charitable giving and estate administration and of gift transactions involving complex assets and gift vehicles would be an asset.
- Flexibility to work across Revenue Portfolios.

REQUIREMENTS:

- Minimum 4 years of experience in fundraising with direct donor contact;
- Working knowledge of MS Office suite software including Word, Excel, and Power Point;
- Membership in good standing with the Canadian Association of Gift Planners is an asset;
- Knowledge of Raiser's Edge software is an asset;
- Completion of the Canadian Association of Gift Planning course is an asset.



COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION:

TPLF invites applications from all qualified individuals. The TPL Foundation is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

MANDATORY VACCINATION POLICY:

COVID-19 vaccines are a requirement of the job unless you have an exemption on a medical or other protected ground pursuant to the Ontario Human Rights Code. TPLF's statement regarding the policy is on our website tplfoundation.ca.

WHY APPLY?

- A chance to work for a wonderful organization with a fun, cohesive team supporting the Toronto Public Library, the busiest public library system in the world
- Municipal non-profit experience
- Major gift ask experience
- Technical planned giving administration experience
- Mentorship from tenured fundraiser
- Best-in-class benefits package
- Access to professional development (AFP/CAGP and others)

TO APPLY:

- Please send CV to: tplfjobs@tpl.ca (email only, no phone calls please) by Friday, October 14, 2022
- Please include DEVELOPMENT OFFICER, LEGACY GIFTS APPLICATION in subject line
- Only qualified candidates will be contacted

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