

POSITION AVAILABLE

PLANNED GIVING OFFICER PART-TIME

In 1974, Pearson College was founded as Lester B. Pearson United World College (UWC) of the Pacific. Pearson College UWC is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world selected solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently attend from nearly 160 countries. The College campus, located on the traditional territory of the Beecher Bay (Scia'New) First Nation, is situated on the southernmost tip of Vancouver Island, British Columbia, along the shores of Pacific Ocean at Pedder Bay. The College is one of 18 UWC schools worldwide. (pearsoncollege.ca)

Pearson College UWC is recruiting for an outstanding Planned Giving Officer to join our Advancement and External Relations team.

Reporting to: Director of Advancement

Position Summary:

Reporting to the Director of Advancement, this part-time position is a key role within the College's Advancement and External Relations team. The successful candidate will establish and maintain strong working relationships with the Advancement, Communications and Alumni Relations team members and other members of the College staff and faculty.

With demonstrated success at growing planned giving programs and a solid understanding of institutional philanthropy, the incumbent will apply their superior organizational and interpersonal skills to enhance a robust network of donors and prospects to support the mission, vision and values of Pearson College and the UWC movement.

The Planned Giving Officer is adaptable and able to navigate Pearson College's unique culture and relationships, and they are adept at engaging stakeholders both inside and outside of the organization. Personable and engaging, the successful candidate will be a dedicated and collaborative team player, with the ability to listen actively to input and contribute in a meaningful way to grow the College's philanthropy program.

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: info@pearsoncollege.ca www.pearsoncollege.ca

Located on the unceded territory of the Scia'new (Beecher Bay) First Nation

Major Responsibilities:

- Maintain and grow the College's planned giving program (Lester B. Pearson Legacy Society) by managing a portfolio of planned giving prospects for in-person cultivation and solicitation
- Prepare briefing notes and profiles as required for meetings and setting strategy
- Develop and implement a marketing plan with strategies to generate legacy leads (including the creation of planned giving content for publications and appeals)
- Generate reports and analysis for planned giving activity and prospect management, including solicitor reports, donor and prospect gift charts and revenue forecasts as required
- Ensure complete and accurate information in the Raiser's Edge database for planned giving contacts
- Deliverables will be established in support of College's annual fundraising goal
- Provide recommendations on the priority of prospects based on research findings and analysis of those findings
- Prepare briefing notes and profiles as required for meetings and setting strategy

Qualifications

- Post- secondary degree in a relevant discipline or demonstrated related work experience required may be considered
- A minimum of five years relevant fundraising experience, including three years in planned giving, is required
- CFRE designation is considered an asset
- Enthusiasm for and commitment to Pearson College and the UWC mission and values, such as valuing international and cultural understanding, celebrating differences, and respecting the environment
- Strong networking, presentation and interpersonal skills, including the affinity and ability to encourage and motivate donors
- Ability and desire to work both independently and collaboratively as part of a team
- Raiser's Edge or equivalent contact management experience preferred
- Considerable travel may be required
- Applicants in offsite location will be considered.

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Compensation & Organization

This is a part-time position located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. The College offers an attractive compensation package to an outstanding and qualified applicant. This position is for one-year term, subject to renewal.

Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to hr@pearsoncollege.ca.

Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.

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