

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.

www.pearsoncollege.ca

Pearson College UWC is recruiting for an experienced, energetic and results-oriented fund raising professional for the role of Planned Giving Officer.

Reporting to: Director of Advancement

Position Summary:

Reporting to the Director of Advancement, this part-time position (10-15 hours per week) is a key role within Pearson's fundraising 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 applies 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's unique culture and relationships, and 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, listening actively to input and contributing meaningfully to growing Pearson'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

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

Responsibilities:

- Maintain and grow Pearson’s planned giving program (Lester B. Pearson Legacy Society) by managing a portfolio of planned giving prospects for in-person (or video/phone) cultivation and solicitation
- Identify and qualify prospects
- 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)
- Estate gift administration, and technical knowledge of a variety of planned gifts
- 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 and major gifts contacts
- Deliverables will be established in support of College’s annual fundraising goal

Education, Skills and Experience:

- Post- secondary degree or equivalent related work experience required
- A minimum of five years relevant fundraising experience, including three years in planned giving, is required.
- CFRE designation is an asset
- Enthusiasm for and commitment to Pearson and United World College’s 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
- Some travel may be required
- Applicants in an offsite location will be considered.

Compensation & Organization

This position is 10 to 15 hours per week. There is flexibility in the specific hours and can be established in consultation with the Director of Advancement. Starting hourly rate is based on experience and qualifications. Position to remain open until suitable candidate found.

This job description outlines the general nature and level of work to be performed by an employee in this position. The College retains the right to assign or reassign duties and responsibilities to this position at any time according to the College's needs. This job description is not a comprehensive inventory of all duties, responsibilities and qualifications that may be required of an employee assigned to this position.

APPLICATIONS & OTHER DOCUMENTS

Candidates should send a cover letter and resume to hr@pearsoncollege.ca. Three professional references will be required for short listed candidates. Candidates are asked to note in their cover letter how their background and experience would be a good match for Pearson College. Due to the high volume of applicants, only short listed candidates will be contacted by the College.

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.