

## JOB POSTING

Associate Director, Estates

2425-27

Full time, contract to January 2027

### What we do

At BC Children's Hospital Foundation, we're on a quest to ensure every kid in the province receives the best health care imaginable. As a fundraising organization, we inspire communities and people to support BC Children's Hospital, along with its world-class research institute, mental health facility and rehabilitation center.

Our work makes a profound difference. From helping get the boldest research ideas off the ground to supporting the most advanced equipment, together we are pushing the boundaries of what's possible in children's health care. This is no small task—which is why we're looking for passionate people to join our team and help propel our work forward to **power the possible**.

### What you'll do

Our Gift & Estate Planning program is looking for a talented Associate Director, Estates (AD) to join our collaborative team to cover a maternity leave for 18 months. You will enjoy managing and maintaining careful oversight of our estate administration processes providing maximum annual revenue for BC Children's Hospital Foundation.

Reporting to the Director, Gift & Estate Planning, this position is responsible for the daily responsibilities associated with the administration of estates, life insurance gifts and other types of designated legacy gifts to ensure the timely receipt of legacy gifts. The AD is responsible for meeting annual revenue goals, currently exceeding \$10 million.

In this management role, you will assess the need for legal assistance and in consultation with the Director, recommend next steps for complicated or contested estates. You will work collaboratively with a breadth of other Foundation teams to ensure forecasting, recognition, and allocation of legacy gifts reflects the donor intent and needs of the hospital.

Additionally, you will:

- Oversee all active estate files, acting as the main point of contact for contested estates in consultation and collaboration with the Director, and actively manage a select portfolio of non-contested estates. Proactively provide regular file status updates to the Director.
- Correspond with executors, lawyers, and others to ensure that the status of administration is up to date and funds are flowing in a timely manner, and ultimately ensuring donor intent is fulfilled.
- In consultation with the Director, recommend and incorporate legal assistance as appropriate.
- Adhere to and maintain the Foundation's approach to all estate administration situations in consultation with the Director, implementing guidelines and minimizing risk.
- Monitor revenues, oversee reconciling monthly results and adjusting strategies as necessary to meet annual objectives. Support the Estate & Bequest Stewardship Specialist's revenue reporting processes and collaboratively monitor estate progress for mid year and year end forecasting.
- Recommend and implement digital record keeping and process improvements to facilitate centralized database records and reports for revenue and estate status in collaboration with the Director, Specialist, and working group on system improvement.
- Supervise the work of the Estate & Bequest Stewardship Specialist, providing training, feedback and guidance to ensure the effective and timely follow up of a large volume of non-contested estates being directly administered by that role.

### Why you'll enjoy this role

You will enjoy this role if you are:

- A person who jumps with joy knowing that each estate is different to the last one.
- Excited by each precise administration detail that reflects your highly organized nature and knowledge of best practices in BC.
- Master of concise correspondence and friendly reminders while keeping the hot button on revenue flow.
- Highly collaborative juggler managing information flow and revenue guidance to support a dynamic fundraising forecasting environment.
- A strategic thinker providing objective analysis and discernment for the cadence of legal assistance, valuing the consultative process and strong teamwork expectations.
- A heart to care for the executors whose labours to fulfill their loved one's legacy wishes are equally important to recognize and appreciate.

### What you bring

We understand that no single candidate will perfectly meet all the qualifications outlined for this job posting. The following highlights the qualifications we consider important.

As the AD, you demonstrate exceptional communication skills and have advanced knowledge of estate law, administration best practices, and CRA tax receipting regulations pertaining to legacy gifts in BC. You have exceptional organizational skills with proven ability to recognize and enhance process efficiencies, ensure accurate and detailed record keeping, and work collaboratively in a team environment where knowledge sharing and forecasting flexibility is essential. You demonstrate intermediate accounting skills, with proven ability to review and approve estate accounting presented by executors and the ability to handle sensitive and confidential information appropriately and with discretion. You lean into consultative practices and eagerly suggest options for mutually beneficial approaches with external parties.

In addition, you will bring:

- Five to seven years of direct experience leading estate administration, or as an estate lawyer, or as a trust officer.
- Post-secondary diploma or degree in a related field, or an equivalent combination of education and experience. Advanced education in estate administration in a Canadian and BC context is preferred.
- Advanced computer literacy skills with Microsoft Office applications applied to the preparation of documents and with databases, Raiser's Edge NXT experience is an asset.
- CAGP or TEP/STEP education or membership is an asset.

### Additional information

This is a full-time contract opportunity to cover a maternity leave until January 2027.

### What you can expect

As part of enabling the kind of culture and values that power the possible, we're committed to supporting our team members in their health, well-being, and career growth. We offer a robust total rewards package that includes a competitive base salary, additional variable pay, a defined benefit pension plan and top-notch health and dental benefits. You'll also receive perks like a hybrid work environment, a nine-day fortnight schedule, generous vacation and a commitment to professional development.



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The hiring range for this position is between \$103,400 to \$120,000; you will be eligible for annual salary increases based on performance. At BCCHF, we are committed to ensuring that compensation is fair and equitable. Your placement in the hiring range will be dependent on factors such as experience, relevant skills and qualifications, and internal equity.

Please note that all employees of BCCHF are required to complete vulnerable sector criminal record check as a condition of employment.

#### Join Us

We exist to *power the possible*. And that permeates every action we take. As a team, we push ourselves to: *think big* in how we boldly envisioning the future; *lead with heart* in how we listen and engage with others, and *step up* in how we are accountable to ourselves, each other and our shared cause.

BCCHF invites and encourages all qualified individuals to apply. As an organization committed to fostering an inclusive workplace that reflects the diversity of the communities we serve and support. We welcome individuals whose lived experiences may further contribute to the rich diversification of skills, knowledge, and backgrounds at the Foundation.

Want to make a big impact on the health of BC's kids? Join us and help make kids mighty. Apply online at by **March 14, 2025** at <https://www.bcchf.ca/join-team/>.