

Who we are

For over a century, The Ottawa Mission has proudly served as a community cornerstone in providing relief to those in need. Over that time, we've evolved from a faith-based shelter into a comprehensive service hub ready to meet the ever-growing needs of our vulnerable population. Through the philanthropy and support of our community, we're able to offer 18 different programs, including:

- Frontline shelter services
- Job Training
- In-shelter and community outreach meals
- Mental Health supports
- Addiction and trauma treatment programs
- Educational support
- Primary healthcare services
- Dental care
- Housing services
- Hospice care
- Spiritual guidance

Within our organization, the Development Team is a high-performance, fully-diversified fundraising department generating over \$13M annually to support our many life-changing programs. We are supported by the commitment and generosity of more than 1,000 volunteers and over 25,000 donors.



Planned Giving Officer

Reports to: Manager of Philanthropy

Department: Development

Job level: Non-Management

Salary: \$66,900 - \$78,700

About you and your position

You value a role that has a direct impact on the community around you. You enjoy engaging and networking with people to build and maintain trusted connections. As a teammate, you can work cooperatively and multi-task to manage a range of responsibilities.

In your role as the **Planned Giving Officer**, you are more than just a leader in fundraising; you are an important member of a highly respected community of caring people in Ottawa who are committed to ending homelessness.

You play a key role in strategically building the Planned Giving program to meet and exceed our ambitious fundraising goals, including a yearly goal of \$900,000 in legacy gifts.

Reporting to, and working closely with the Manager of Philanthropy, you work with other staff members, the leadership team and community volunteers to initiate, plan and manage the planned giving activities including donor research, marketing, qualification, cultivation, solicitation and stewardship.

MAJOR RESPONSIBILITIES

- Hold primary responsibility for bequests, gifts of life insurance, trusts, and various other vehicles that reflect financial planning and deferred giving opportunities.
- Develop appropriate marketing tools and materials to support planned giving activities.
- Build and manage a portfolio of approximately 280–320 planned giving prospects to cultivate, solicit and secure gift expectancies for legacy gifts and blended gifts.
- Manage the internal process for estate gift administration and lead stewardship activities with estate trustees and/or family as required.
- Monitor sector trends and information relevant to planned giving to establish industry-leading best practices.
- Lead the development of the planned giving business plan and budget and conduct annual goal setting.
- Employ the CRM database (Raiser's Edge) for tracking and cultivating donors and prospects and contribute to the organization's planned giving tracking and activity reporting.

REQUIREMENTS

Education

University Degree in a related field or the equivalent combination of education, training and experience

Experience

A minimum of 3 years progressive experience in fundraising with a proven track record of:

- pipeline management
 - solicitation
 - closing gifts
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Qualifications

- Creative, flexible and organized professional with demonstrated team-based fundraising success
 - Outstanding written communication skills and demonstrated success at persuasive writing
 - Self-starter with the ability to think strategically, work independently with attention to detail and manage competing priorities in a high-volume and results oriented environment
 - Excellent organization, planning, time management and meticulous attention to detail
 - Advanced level of proficiency in MS Office applications and experience using Raiser's Edge CRM software is an asset
 - A commitment to the values and vision of The Ottawa Mission and ability to passionately articulate key messages and demonstrate a deep understanding of the issues surrounding homelessness in our community
 - Willingness to work occasional evenings and weekends
 - Must have a valid driver's license with a clean abstract
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ASSETS:

- CFRE Designation
 - Bilingualism (English/French)
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Working Conditions

- Must work to, sometimes strident, deadlines, manage and respond to competing priorities
- Interacts with employees, donors and the community at large
- Travelling by car throughout the city
- Hybrid work model: 2–3 days per week in office
- Intermittent physical activity including walking, standing, sitting, and lifting
- Primarily office setting

WHAT WE OFFER

The Ottawa Mission also provides many benefits and perquisites, including:

- 12 paid sick days per year
- 3 weeks' vacation to start
- Work/life balance
- Hybrid work model

GROUP BENEFITS, INCLUDING:

- Prescription
- Extended Medical
- Dental
- Health Spending Account

RETIREMENT BENEFITS:

RRSP → 4 % employer contribution with an additional 3% match

IF INTERESTED IN APPLYING:

**Please forward your cover letter and resume, with
“Planned Giving and Philanthropy Officer”
in the subject line, to scorbin@ottawamission.com by March 20th 2026**

We thank all applicants for their interest in The Ottawa Mission, however, due to the volume of resumes we receive, only those selected for an interview will be contacted.

Accommodation is available, upon request, for all applicants with disabilities.

The Ottawa Mission is an equal opportunity employer.