

Job Posting

#25.131 Philanthropy Advisor - Mid Level

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and directing our work.

Position Overview:

The Philanthropy Advisor plays a key role in advancing Our Place's mission by managing two donor programs: Mid-level Giving and Legacy Giving. This role is focused on deepening relationships with donors who give \$500 or more annually, ensuring they feel connected, appreciated, and inspired to continue their support. The Advisor also leads efforts to engage donors in planning future gifts, including bequests, helping them leave a lasting impact.

As an integral part of the fund development team, the Advisor will cultivate and steward donor relationships, conduct prospect research, oversee estate gifts, and develop compelling fundraising materials. This position requires strategic thinking, strong communication skills, and a passion for building meaningful connections with donors.

Duties and Responsibilities:

Mid-level Donor Portfolio Management:

- Manage a portfolio of approximately 150 mid-level donors and qualified prospects, developing and implementing tailored cultivation, solicitation, and stewardship strategies to meet annual fundraising targets.
- Implement and manage a moves management plan to systematically engage and upgrade donors.

Legacy and Planned Giving Program:

- Develop and execute strategies to identify, cultivate, and solicit donors interested in leaving a bequest or planned gift.



Hope and Belonging

- Manage and steward existing legacy donors, ensuring personalized recognition and engagement.
- Oversee estate administration, including correspondence with legal and financial professionals, to secure planned gifts and manage bequests.
- Promote legacy giving through marketing initiatives such as newsletters, digital outreach, and donor communications.

Proposal and Reporting Development:

- Create customized and general stewardship letters, impact reports, and donor communications, including writing, editing, and reviewing drafts.
- Stay informed about operational needs and budget priorities to effectively communicate funding opportunities to donors.

Donor Retention and Stewardship:

- Support donor retention strategies by developing innovative stewardship and cultivation initiatives.
- Assist with strategies to upgrade and re-engage lapsed donors, contributing to the overall success of the philanthropy department.

Database Management and Reporting:

- Maintain accurate donor records in the CRM system, documenting all interactions and updates to facilitate reporting and planning.
- Provide regular updates on donor activity and progress toward fundraising goals.

Qualifications:

Education and Experience:

- Minimum of 5 years of experience in non-profit fundraising, with a proven track record of securing major gifts and planned gifts, or an equivalent combination of education and experience.
- Professional certification (CFRE) in progress or achieved is an asset.
- Experience with Keela or similar donor database systems is an asset.

Skills and Abilities:

- Proven experience in cultivating and stewarding donors at all levels.
- Strong knowledge of planned giving, legacy fundraising, and estate administration best practices.
- Exceptional interpersonal, verbal, and written communication skills.
- Ability to craft compelling funding proposals and deliver effective donor stewardship.
- Highly organized, goal-oriented, and detail-focused with excellent follow-through.



Hope and Belonging

- Skilled at writing concise, logical, and compelling proposals, reports, and donor correspondence.
- Proficient in Microsoft Office applications and CRM database systems.
- Self-motivated, reliable, and skilled at managing multiple priorities.
- Optimistic, people-focused, and energetic with excellent judgment and interpersonal skills.
- High regard for privacy and confidentiality of business information.

Working Conditions

Shifts: Full time – Monday to Friday with rare evening and weekend work as required.

Compensation: \$37.00 to \$42.46 per hour.

Benefits: Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position requires union membership.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3pm on Wednesday, November 5, 2025 to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote “File #25.131 – Philanthropy Advisor – Mid Level” in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.