



JOB PROFILE

POSITION TITLE: Legacy Giving Officer
REPORTING TO: Manager, Legacy Programs
CLASSIFICATION: Professional
LAST REVISED: February 2026

JOB SUMMARY

Hospitals of Regina Foundation (the Foundation) is dedicated to working in collaboration with our partners, to raise funds to improve health care for the people of Regina and southern Saskatchewan. Since 1987, the Foundation has raised \$281 million for technology and equipment, education, and patient-centered research in Regina's hospitals and health care facilities. The lives of thousands of people are made better each year, thanks to our community's generosity.

We are looking for a candidate with strong relationship building experience to fill the role of **Legacy Giving Officer**.

Reporting to the Manager, Legacy Programs, the Legacy Giving Officer will help identify and cultivate legacy prospects, as well as support legacy donors in the creation of their legacy gift in support of Regina's hospitals and our community's health care. Serving as an important member of the Foundation's Development team, the Legacy Giving Officer will be an ethical and trusted partner to our donors as they define their charitable legacy plans. This is an externally facing position, responsible for cultivating and securing new legacy prospects and donors, and stewarding the Foundation's existing legacy donors.

The successful candidate will be mentored by and work in collaboration with a highly skilled and successful Manager, as well as senior development staff, to support and help successfully fulfill the Foundation's ambitious and comprehensive Legacy Giving program.

If you enjoy building relationships, working in partnership and achieving success, the Legacy Giving Officer may be the role you are looking for. This is an important position within our development team and you will play a key role in the future growth of Hospitals of Regina Foundation.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Fundraising

- With training and management from the Legacy Manager, the Legacy Giving Officer is responsible for a portfolio of 500 planned giving prospects, developing individual strategies for discovery meetings, face-to-face cultivation and solicitation of legacy gifts

- In collaboration with the Legacy Manager, steward a portfolio of confirmed Legacy Society members to ensure timely and appropriate annual stewardship
- With support and mentorship from the Legacy Manager, achieve ambitious annual activity targets
- Collaborate effectively with development colleagues, including the Senior Vice-President and the President & CEO, to ensure an integrated approach to fundraising
- Other duties as assigned

Strategic Program Development

- Work in collaboration with the Manager, Legacy Programs to contribute to the Legacy Program, including a legacy campaign, donor surveys, in-person visits and data-mining of the Foundation's database
- Bring forward new ideas to build awareness of legacy giving
- Track data within the Foundation's database and through other means to assist with annual program budget and business planning

Program Knowledge & Expertise

- Actively seek mentorship from the Legacy Manager and senior fundraising professionals within the Foundation
- Proactively acquire the technical knowledge required in legacy giving through professional development and proactive personal study in order to support the development staff with legacy conversations
- Learn, adopt and become an ambassador for the best practices in charitable fundraising
- In collaboration with the Legacy Manager, assist in the management of estates including communication with executors, trustees and attorneys
- Stay abreast of philanthropic developments, charitable giving vehicles and relevant legislation that may assist or impact the Foundation's legacy giving program

KEY SKILLS AND COMPETENCIES

- Superior relationship building skills with a high level of professionalism
- Outstanding communications skills – both written and oral
- Excellent attention to detail
- High level of personal and professional integrity
- Demonstrate ability to work well as a member of a team
- Self-starter who takes initiative and always follows through on a commitment
- Strong appetite for learning and growing

EDUCATION AND EXPERIENCE

- Two years of charitable fundraising is an asset
- University degree or college diploma
- High proficiency with Microsoft Office required

- Familiarity with Raiser Edge NXT or data base management skills highly desirable
- A combination of education and experience may be considered

OCCUPATIONAL NEEDS

The Legacy Giving Officer works 37.5 hours per week in a hospital office environment but may in the future be relocated to another Foundation office, at the discretion of the President & CEO. Occasional work outside of regular office hours will be required during periods of peak activity and at special events. Work will require travel within Regina and, occasionally, southern Saskatchewan. Use of a reliable vehicle is required.

Hospitals of Regina Foundation offers a competitive salary and a generous benefits package for the successful candidate, including a health, vision and dental plan, and a group RRSP with contributions matched by the Foundation, and significant opportunities for growth.

Location:

- Regina, Saskatchewan

Application Information:

The competition will remain open until a qualified candidate is selected.

Please submit your resume along with a cover letter outlining what makes you an ideal candidate to:

Crystal Schmale, Manager, Legacy Giving at hrf@hrf.sk.ca

This position is open to all Canadian citizens, permanent residents and those legally able to work in Canada. We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.