Date Approved by CEO	Sept 2026
Reviewed by	Margaret Chrumka and Ellen Manning
Date Reviewed by Union	TBC

Job Title	Donor Relations & Legacy Giving Specialist
Reports To	Director of Development & Marketing
Hours of Work	Monday – Friday, 9am-5pm, 35 Hrs/Week; some evenings and weekend availability and flexibility required.
Remuneration	$40.49 per hour (Effective March 22, 2025) This is a permanent full-time unionized position - CUPE Local 410. Pay grade 8, pay rates are set in accordance with the Collective Agreement

Position Summary

As a key member of the Development & Marketing team, the Donor Relations & Legacy Giving Specialist is responsible for the development of the Gallery's membership program; the cultivation, solicitation, and stewardship of major gifts, legacy giving, and individual donations; and planning, organizing, and implementing gift campaigns for individuals, foundations, and planned giving initiatives that build relationships for the long term financial sustainability of the Gallery.

The Donor Relations & Legacy Giving Specialist is also responsible for the development of the corporate sponsorship program, including solicitation and stewardship of corporate sponsors, and will assist in the strategic planning of the Capital Campaign in support of the Gallery's new building project.

The Donor Relations & Legacy Giving Specialist liaises with all Gallery departments to build a culture of philanthropy and acts as an organization-wide resource on fundraising and donor stewardship best practices. This foundational role oversees, develops, and leads the planning, implementation, facilitation, and staffing of fundraising components for internal and external events and recommends improvements to policies, procedures, and practices that reduce risk and improve donor experience, operational efficiency, and fundraising outcomes.

Duties and Responsibilities

Fundraising, Major & Legacy Donor Relations & Stewardship – 40%

- Manages and cultivates relationships with major donor and legacy giving prospects as well as identifies new prospects to reach or exceed donation targets set in the annual business plan and multi-year strategic plan.
- Leads the development, implementation, and continuous improvement of legacy giving initiatives, including donor communications, documentation, recognition, and follow-up for

legacy commitments and realized gifts, while identifying and addressing legal, financial, reputational, and stewardship risks in consultation with appropriate internal and external advisors.
- Maintains positive relationships with current donors and supporters and develop strategies to encourage increased investment in the Gallery, including networking, prospecting, meetings, proposals, and stewardship of relationships.
- Provides expert advice, tools, and recommendations to the Board, senior leadership, and staff regarding donor solicitation, complex gift opportunities, stewardship approaches, program positioning, and communication strategies.
- Supports the Development & Marketing Department in the development of events to engage donors and build financial sustainability.
- Provides leadership and subject matter expertise in the planning, coordination, implementation, and evaluation of the annual appeal, major gifts, and legacy giving initiatives, with accountability for recommendations that affect philanthropic revenue, donor confidence, and the Gallery's reputation.
- Strategizes, develops, and stewards other individual giving initiatives in conjunction with the Development & Marketing Department work plan including the addition of digital fundraising initiatives.
- Undertakes Board reporting and thank you calling Oversees the Membership & Donor Services Coordinator in the development of the membership program to build donor and legacy giving opportunities.
- Provides and participates in strategic planning, research, networking, and professional development.
- Prepares thank you notes for major gift donors.

Legacy Giving & Major Gifts – 30%

- Builds and maintains strong relationships with existing legacy donors and members of the Gallery's legacy giving community; develop strategies to encourage increased participation in the Gallery's legacy giving program.
- Manages and cultivates relationships with legacy giving prospects as well as identifies new prospects to reach or exceed revenue targets set in the annual business plan and multi-year strategic plan.
- Prepares impact reporting to donors and legacy giving donors for Development & Marketing initiatives including major gift donors, foundations, and legacy giving donors.
- Develops and maintains authoritative legacy giving materials, proposals, documentation standards, and donor communications; interprets complex information and recommends approaches to Development leadership that protect donor intent, organizational reputation, and long-term philanthropic value.
- Coordinates documentation and follow-up for legacy commitments and realized gifts, and maintains accurate and confidential records in the Gallery's Customer Relations Management (CRM) system.
- Sources assets and information and oversees the delivery of impact reports to legacy donors and other philanthropic funders.
- Liaises with departments to support stewardship and fulfillment of donor and legacy giving commitments.

Administration - 10%

- Is responsible for knowledge and understanding of Raiser's Edge, the Gallery's CRM system, for all partners including inputting or generating the following:
  - Data entry
  - Correspondence (donation reminder letters)
  - Mailings
  - Reports, donor lists, queries
  - Donor meeting notes and donor profile updates

Communications & Liaising – 10%

- Coordinates with all departments regarding donor stewardship and legacy giving initiatives and liaises on fundraising communications and fulfillment.
- Reviews, contributes, and monitors AGGV channels for accurate information reflecting best fundraising practices.
- Provides consistent, clear, and transparent communication with Finance Department to ensure donor recognition and record keeping is up to date.
- Answers donor and legacy giving queries.
- Introduces key donors and legacy donors to new staff.
- Introduces key donors and sponsors to new staff.
- Participates in the onboarding of new Gallery staff and introduces the culture of philanthropy at the Gallery.
- Oversees the design, printing, and circulation of donor invitations and signage.

Management – 10%

- Supervises the Member, Donor & Outreach Coordinator in the development of members initiatives and the building of relationships with attendees to move them through the ladder of donor engagement.
- Provides training across departments in ladder of donor engagement; donor relationships; Canada Revenue Agency (CRA) guidelines for tax receipting, taxation, and donations; role of foundations; and legacy/estate.
- Prepares quarterly and annual work plans for Member, Donor & Outreach Coordinator in conjunction with Director of Development & Marketing.

Communications & Reporting

Internal

- Reports directly to the Director of Development & Marketing.
- Collaborates with the Director of Development, senior leadership team, and Finance, Visitor Experience, Curatorial, and other AGGV departments to support fundraising initiatives and donor stewardship activities.
- Provides strategic fundraising analysis, risk assessments, and recommendations to leadership, committees, and the Board to inform planning, resource allocation, donor strategy, and decisions affecting the Gallery's long-term financial sustainability.
- Coordinates with staff and volunteers to support donor cultivation, stewardship, and recognition activities.

External

- Develops and maintains relationships with donors, members, prospective supporters, sponsors, volunteers, community partners, and professional advisors.
- Represents AGGV at community events, donor meetings, fundraising functions, and networking opportunities.
- Communicates with donors, executors, family members, legal professionals, financial advisors, and other stakeholders regarding major and legacy giving opportunities.

Qualifications, Experience & Education

- Bachelor's degree in Fundraising, Non-Profit Management, Business Administration, Communications, Arts Administration, or a related field, or an equivalent combination of education, training, and experience.
- Certified Fund Raising Executive (CFRE) designation or active membership in the Association of Fundraising Professionals (AFP) is preferred.
- Commitment to ethical fundraising practices and recognized professional standards.
- Minimum five (5) years of progressive fundraising experience, with demonstrated experience in individual giving, donor stewardship and relationship-based fundraising.
- Demonstrated experience working with a diverse donor portfolio, including major gift and/or legacy giving prospects.
- Strong understanding of donor stewardship, recognition and engagement practices across the donor lifecycle.
- Demonstrated ability to build credible, productive relationships with donors, volunteers, Board members, professional advisors and community stakeholders.
- Experience developing donor-facing materials and documentation to support effective cultivation, stewardship and gift administration.
- Sound knowledge of legacy and planned giving approaches and common giving vehicles, including charitable bequests, gifts of securities, beneficiary designations and endowments.
- Strong working knowledge of fundraising principles, charitable giving requirements and gift acceptance considerations, including the ability to recognize and appropriately escalate legal, financial or reputational risks associated with complex gifts.
- Demonstrated ability to apply fundraising knowledge to identify practical improvements to donor experience, fundraising practices and operational processes.
- Strong collaboration skills and experience working across functions to advance organizational and fundraising objectives.
- Experience within an arts, cultural, museum, gallery or charitable organization is considered an asset.
- Proficiency with donor management or CRM systems; experience with Blackbaud Raiser's Edge is considered an asset.
- Exceptional written, verbal, and presentation communication skills.
- Strong organizational, project management, and time management skills, with exceptional attention to detail.
- Ability to exercise sound judgement, discretion, and professionalism when handling confidential donor and financial information.

- Demonstrated ability to analyse fundraising performance, interpret revenue forecasts and financial information, assess risk, and recommend corrective or growth strategies that materially affect revenue objectives and organizational sustainability.
- Ability to work independently and collaboratively in a team environment.

Working Conditions

- Occasional evening and weekend work required to support fundraising and donor engagement activities.
- Occasional local travel required for donor visits, meetings, and community events.
- Management of multiple competing priorities, deadlines, and interruptions.
- Requirement to maintain confidentiality and discretion regarding donor, financial, and organizational information.
- Work performed in an office, gallery, and community setting.
- Ability to transport light materials required for meetings and events.