

Gifts For Wills And Estates, Development Assistant

Posted By: BCSPCA

Location: Vancouver

Salary: \$46,700-\$58,400 Per Year

JOB ID : RJ5161150

Posting Date : 27-Feb-2026

Expiry date : 26-Aug-2026

Education : Diploma

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Complete job description

We would appreciate hearing from you if you are willing to take on the challenge and want to be considered for this role. The following position is open at the British Columbia Society for the Prevention of Cruelty to Animals (BC SPCA):

POSITION: Will & Estate Gifts Development Assistant

STATUS: Full-Time; Permanent

35 hours per week is the shift.

LOCATION: Vancouver, British Columbia Provincial Office

CLASSIFICATION: Salaried; Exempt WAGE

CLOSING DATE: Until Completed

We appreciate differences, embrace diversity, and promote inclusivity in our hiring procedures. Visit our website to read our foundational principles and learn more about our dedication to diversity and inclusion. Anyone who meets the requirements and shares our purpose, vision, and values is encouraged to apply.

The BC SPCA is a vibrant organization that offers services and facilities all around the province. Join a growing team with an organization

that is making a difference during an exciting period of transition! For more information, please read below. If you believe you possess the qualifications we are seeking, please send your application.

Concerning the Role:

Working as a Development Assistant for Will & Estate Gifts will allow you to be a part of one of Canada's most creative and productive fundraising teams. The BC SPCA is supported by kindhearted animal lovers who enable us to save about 49,000 animals that are mistreated, abandoned, wounded, and neglected each year. All of this is made possible in part by your efforts. Your primary responsibility as a Development Assistant at Will & Estate Gifts will be to assist the team.

The fundraising staff takes great satisfaction in fostering an enjoyable, encouraging, and upbeat work environment. We are results-oriented and dedicated to excellence via teamwork, creativity, professionalism, and compassion. (Yes, there are dogs and sometimes other animals in the workplace.)

A few particular responsibilities:

You will contribute to the strategy creation and implementation of finding, obtaining, stewarding, and administering will and estate gifts as a member of the Will & Estate Gifts team, which is headed by the Senior Manager, Will & Estate Gifts.

You are in charge of assisting and maintaining the team's structure, which includes:

Making and keeping departmental records

Entering data and code

Writing letters

Making, obtaining, and preserving lists and reports

Working with coworkers on mailings and events, as well as the Finance Department on audits, designations, and spending, will be your responsibilities.

Donors, experts, and suppliers will be your direct contacts.

It is expected of you to assess the effectiveness of your program areas using suitable metrics and measurements and to provide periodical reports as needed.

You are encouraged and supported to build and preserve connections with colleagues in the industry and to stay dedicated to learning, innovation, and ongoing education.

Although each day is unique, a typical day in this position might involve:

reviewing open estate files to mark them for follow-up and opening new estate files.

composing letters, answering emails, and sending information.

placing orders for supplies, organizing files, and making sure that certain papers are signed by authorized signatures.

using Raiser's Edge to run reports or pull lists.

checking and sorting mail, keeping track of communications, and depositing checks.

Requirements for eligibility:

Extremely meticulous, capable of adhering to stated protocols and maintaining productivity.

Innovative and driven problem-solver

Relationship-focused and sympathetic (with donors, coworkers, animals, etc.)

Flexible, cooperative, and at ease with change.

One to two years of administrative experience combined with relevant post-secondary education, or an equivalent combination of education and experience that the employer will accept.

You are able to show that you comprehend the broad strokes of fundraising and the role that planned giving plays.

You are adept at handling big numbers at a steady pace and have a passion for the "details."

Both orally and in writing, you communicate clearly and persuasively.

You are aware of when you are responsible for something, how to plan ahead to fulfill deadlines, and when to escalate a situation. You know to ask for assistance if you don't know how to perform something or finish it on time.

You come up with solutions when you identify an issue or a chance to improve something.

Finding the information you need, sourcing it, evaluating, distilling, and reporting back are all skills you excel at.

Establishing data points, maintaining accurate records, gathering data, utilizing data to support projects, and demonstrating success, need, or areas of concern are all areas in which you feel at ease using data.

You are knowledgeable with at least one CRM and willing to learn about others (we utilize Luminate Online and Raisers Edge).

You are adept at using the Microsoft Office Suite and have a solid understanding of mail merge, formulae, styles, templates, etc. (and are willing to learn when you don't!)

You can do well in a fast-paced, open-concept workplace.

philosophical alignment with the BC SPCA's vision, mission, and strategic goals.

How to use it:

We would want to speak with you if you are legally permitted to work in Canada and would like to become a member of our team. To apply, click "apply now" or click this link: <https://spca.bc.ca/about-us/careers/> We appreciate your interest in the BC SPCA, but we will only get in touch with those who are chosen for an interview. Please don't call.

BN 11881 9036 RR0001 designates the BC SPCA as a registered charity.

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