

Legion Foundation BC/Yukon Command

JOB POSTING

LEGACY COORDINATOR	
REPORTS TO	Executive Director
JOB TYPE	Full Time (35 hours per week)
LOCATION	In Person, Remote or Hybrid
HOURLY RATE	Salary range of up to \$75,000

Are you dedicated to honoring the legacy of those who served while inspiring meaningful contributions for the future?

If you thrive in a collaborative environment and are eager to make a lasting difference in the lives of veterans and their families, this role is for you!

ABOUT LEGION FOUNDATION

The Legion Foundation BC/Yukon is the charitable arm of The Royal Canadian Legion BC/Yukon Command. As a registered charity, we care for Veterans by running and providing funding directly to programs that provide; medical services & equipment, career transition services, research & treatment of trauma & PTSD, and support for Veterans experiencing homelessness or near-homelessness.

POSITION SUMMARY (full job description available upon request)

Reporting to the Executive Director, the Legacy Coordinator will cultivate and steward a portfolio of legacy donors, fostering deep connections with those who wish to support veterans, their families, and community initiatives. Through personalized engagement and strategic fundraising, this position helps ensure lasting philanthropic impact that strengthens the Foundation's mission.

With expertise in charitable giving, donor stewardship, and fundraising strategy, this position will provide thoughtful guidance to prospects as they explore legacy giving. Important to this position is collaborating with financial and legal advisors, navigating evolving tax regulations, and staying informed on planned giving best practices to ensure seamless gift execution.

Working alongside the Executive Director and Program Coordinators, the Legacy Coordinator will articulate the profound impact of giving, inspiring new supporters to invest in our programs for veterans and community well-being. From managing donor communications and fundraising databases to organizing appreciation events and crafting compelling funding proposals, this role is instrumental in advancing our legacy of service.



WE OFFER

- 35-hour per week
- Competitive salary
- Competitive vacation entitlements
- Flexible work environment
- Enrolment in our health and dental benefits
- RRSP Matching

YOU WILL BRING

Education & Experience

- Bachelor of Arts in human/social services, or a related field.
- Three (3) years of experience working in the field of fundraising or donor relations.
- An equivalent combination of relevant post-secondary education, training and significant experience may also be considered.

Knowledge, Skills & Abilities

- Superior verbal and written communication skills
- with the strong ability to be an active listener
- Excellent computer skills including word processing, database/information management, email and internet. A knowledge of fundraising CRMs preferred
- Strong interpersonal skills with a demonstrated ability to work independently, take initiative, make sound decisions, and be held accountable for results
- Ability to ask leading questions, which encourage prospects and donors to share about themselves, their desires and their priorities
- Ability to handle sensitive and confidential information, possessing strong integrity
- Demonstrated ability to craft succinct and compelling fundraising proposals and materials

Preferred Qualifications

- Certified Fund-Raising Executive (CFRE) designation is an asset
- Lived experience with the military (Veteran or direct family of a Veteran) is an asset
- Individuals who identify as LGBTQIA+, Indigenous, Black or other racialized Canadians, or candidates with lived experience as Veterans or unhoused are encouraged to consider this opportunity, even if they don't appear to meet all of the desired qualifications.

WORKING CONDITIONS

- Travel within the Province will be required.
- Monday to Friday schedule but flexibility is needed from time to time based on the Foundation's needs, including occasional evenings or weekends.
- Must be able to obtain and maintain a Criminal Records Check.
- Must have regular access to a vehicle and have a valid driver's licence and a desire to travel within BC on a regular basis
- Regularly required to stand, walk and sit and occasional lifting of materials and supplies.

HOW TO APPLY

If you're interested in this exciting opportunity, please submit your resume with cover letter and 3 professional references to Chantel Wellman at chantel@hrwest.ca by May 16, 2025.

We sincerely thank all applicants for their interest in the role. Please note that only applicants who are selected for an interview will be contacted.