

JOB OFFER

Director of Philanthropic Development

Reporting to the Diocesan Chief Financial Officer and Treasurer, the Director of Philanthropic Development is responsible for designing, implementing and evaluating an annual plan of outreach activities to corporations, private foundations, major individual donors, and other public sector organizations to support the mission of the Catholic Church of Montreal.

Joining the Catholic Church in Montreal means that you will be part of a team of professionals dedicated to making a significant impact on the Catholic faithful and any person of good will by building the Church's resources for the future. We are looking for a dynamic and experienced professional who knows and understands the unique Quebec environment in which we work and live. This person will forge new paths and develop new relationships to secure that future.

Primary Responsibilities:

- Manage the philanthropic development sector and related human, material, and financial resources.
- In direct collaboration with Communications, develop and implement strategic campaign plans, ensure deadlines are met, and inform management of the evolution of activities and results.
- Collaborate in the implementation of the Donor Recognition Program.
- Develop and propose innovative solicitation strategies, implement the solicitation action plan, and ensure that timelines are maintained to achieve objectives.
- Develop strategies for soliciting and outreaching potential partners and donors.
- Conduct dynamic strategic monitoring to identify potential donors to be solicited.
- Participate dynamically and proactively in the solicitation process by developing arguments and participating in meetings to support the various approaches in collaboration with project leaders.
- Develop and maintain privileged relationships with donors and prospects, act for them as a resource person.
- Stay abreast of trends in the philanthropic community in order to stay informed of innovations in the field.
- Monitor best practices in the sector and identify ways to develop the progression and retention of individuals in the donation pyramid.
- Define performance indicators to assess the effectiveness of all philanthropic activities on an annual basis and report accordingly.
- Ensure that the efficiency of the sector is optimized and review and adapt, when necessary, work procedures by involving the employees concerned.
- Ensure the development, renewal, and monitoring of donation acceptance policies and the Major and Planned Gifts Program.

Qualifications:

- Bachelor's degree in a relevant discipline (a graduate degree is an asset).
- 5 to 10 years of experience in fundraising, philanthropy, and people management.
- Good knowledge of solicitation strategies with major donors.
- Fluent in French and English¹, both oral and written, is essential.

¹ The Archdiocese offers a French work environment to its employees in Quebec and has taken all reasonable steps to avoid imposing the following requirement: the degree of knowledge of English and proficiency in English at an advanced level. This is an essential requirement for the position of Director of Philanthropy for the following reasons: 1. To communicate with English-speaking Quebecers. 2. To communicate with English-speaking only donors outside the province of Quebec.

- Good knowledge of the principles of good governance and be accountable.
- Knowledge of the Catholic Church in Montreal and the diocesan environment.
- Demonstrate communication, coordination and human resources management skills.
- Have a good team spirit, leadership, strategic thinking, ability to negotiate and discretion.
- Be able to work under pressure.
- Be autonomous, able to work with minimal supervision.
- Knowledge of the different applications used (Prodon) is an asset.

Working conditions:

- Permanent, full-time (5 days)
- Competitive salary based on experience and skills
- Benefits according to the standards and working conditions of the *Roman Catholic Archiepiscopal Corporation of Montreal*
- Available to work outside of regular working hours

Interested candidates are asked to send their curriculum vitae with a cover letter to Anastasia Charasidis in Human Resources at rh@diocesemontreal.org by **September 14, 2024**.

We thank all applicants for their interest, however, only successful candidates will be contacted for an interview.