

## DIRECTOR OF DEVELOPMENT (MAJOR GIFTS)

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COMPANY: Health-care focused non-profit

LOCATION: Montreal

### SUMMARY

The organization works in the areas of prevention and awareness and is continuing with its growth nationally. Reporting to the President, the Director of Development is responsible for revenue generation for the organization, focusing primarily on the cultivation and solicitation of major gifts from individuals and organizations such as foundations and corporations. He/She is responsible for developing new relationships and cultivating existing ones in conjunction with members of the Board of Directors, senior staff, other individuals and institutional donors.

### ROLES AND RESPONSIBILITIES

- Annual strategic planning, with specific goals for each component of the development effort (e.g., major gifts, planned giving, grants, annual giving campaign, tributes and commemorative giving, special events)
- With the Controller, develop an annual budget
- Drafting all fundraising proposals and grant applications
- Securing sponsorships for programs, events, conferences and meetings, exhibits
- Major gifts (\$25,000+), planned giving, annual giving program
- Reviewing special event proposals and making a recommendations to the President
- Identifying new fundraising opportunities including development of signature national events
- Together with other members of the team, recruit and oversee volunteers and volunteer committees and provide solicitation training and support
- Develop and oversee donor recognition programs
- In collaboration with the communications department, supervise the development of all fundraising promotional materials

### QUALIFICATIONS

- Knowledge of development vehicles (major giving, planned giving, grants, annual giving, tribute and commemorative giving, special events)
- Exceptional communications skills in English and French, spoken and written
- Leadership skills, ability to take initiative and think strategically
- Ability to multitask; establish priorities, work independently and proceed with objectives without supervision
- Ability to adapt to change and handle and resolve recurring problems
- Accuracy and attention to detail
- Proficiency with MS Windows environment and applications such as Word, Excel, PowerPoint, Outlook. Knowledge of DonorPerfect considered an asset
- Bachelor's degree in management or communications
- Five years of experience in fundraising, preferably in the health sector
- CFRE designation an asset
- Availability for events, evenings and weekends as required.

### CONTACT INFORMATION

Please forward your CV/résumé, in confidence, to SHORE & Associates:

Michel Ohayon: [mohayon@shoreassoc.com](mailto:mohayon@shoreassoc.com) – 514-878-4777