



## **Associate Director of Philanthropy**

### **Areas of Responsibility and Leadership**

**If you are someone who thrives on challenge, loves to be part of a dynamic team and you are passionate about making a difference, then this opportunity is for you.**

#### **About Us**

Habilitas Foundation stands apart. We are a strong Montreal-based foundation whose mission is to ensure that people of all ages with physical impairments receive the best rehabilitation possible to maximize their quality of life while helping them realize their full potential. Committed to making an impact through authentic and enduring relationships built on the love of what we do, and to build a world that embraces all.

#### **Position Summary**

Working closely with and reporting to the Director of Philanthropy, the Associate Director will create, oversee and monitor a strategic approach to annual fundraising programs, which are aligned with the foundation's high level of excellence in stewardship.

The role includes support in other areas of revenue, such as special and third-party events.

#### **What You Will Do**

##### **1. Annual Giving**

- Manage and evolve annual giving campaigns (direct response), with a focus on expanding the donor base, retention rates and average gift levels. This includes strategic direction and management the annual giving plans, oversight of donor segmentation strategies, solicitation calendars, list management and queries, instructions to direct mail fulfillment house, as well as digital solicitations and telefunding campaigns.
- Work with the Director of Philanthropy in managing the Leadership Giving segments that are fulfilled internally (peer-to-peer segments).
- Drive efforts to increase annual giving by understanding our donors, their interests, trends, and by accessing new and creative channels.

##### **2. Monthly Giving**

- Promote and evolve the monthly giving program, and tracking and reporting program results.

### **3. Donor Care and Stewardship**

- Champion the culture of stewardship that is distinct to Habilitas Foundation, through strategic analysis of donor behaviour.
- Work with the Director of Philanthropy and supported by an active volunteer group from the Philanthropy Committee, plan and execute strategies and activities that promote donor engagement and connections to the cause, such as thank-a-thons, personalized thank-you video campaigns, digital and print campaigns, and other initiatives.
- Oversee distribution of newsletter and impact reports each year, both digital and print versions.

### **4. Special and Third-Party Events**

- Work with the Director of Communications & Social impact on fundraising events, taking lead on the revenue generation components.
- Build the Third-Party Event Program and work with community organizations that choose to support Habilitas Foundation.

### **About You**

- You are passionate and empathetic, creative, considerate and collaborative, with a commitment to the principles of ethical fundraising.
- You possess a proven track record with annual giving programs, an understanding of segmentation strategies, and a strong understanding of donor relationship management.
- You have exceptional writing skills for direct mail and donor-centric communications.
- You are entrepreneurial, self-motivated, able to simultaneously manage multiple projects independently, with strong organizational and time-management skills.
- You have intuitive people skills and are an active listener.
- You possess excellent analytical skills and judgment, are aware of your personal strengths and challenges, ability to seek out support
- You are fully bilingual – both spoken and written.
- You have experience working with database management software

### **What we offer**

Habilitas Foundation offers a dynamic, rewarding and empowering work environment, with amazing colleagues who are very committed to performance, excellence and our mission of helping people with physical disabilities to have a brighter future.

Our core values of impact, stewardship and love permeate all aspects of our foundation and the relationships with those we help as well as the donors who make this work possible.

Our actions are anchored in a donor-centric culture built on the importance of meaningful, philanthropic relationships.

We are supported and strengthened by an outstanding base of volunteers on both our Board of Directors and sub-committees.



**All staff are asked to perform extra tasks, assist in areas outside of their traditional roles and participate in Foundation activities and events.**

**Salary and benefits:**

This is a permanent, full-time position and will require some evening and weekend work. Salary will be commensurate with skills and experience. A benefit package is included in a healthy and respectful workplace.

**Application Deadline:**

April 8, 2022

**Application Procedure:**

Please send your resume and cover message to:

Theodora Brinckman, Executive Director

[Theodora.brinckman@habilitas.ca](mailto:Theodora.brinckman@habilitas.ca)

*Thank you for your interest in working at Habilitas Foundation; only those selected for an interview will be contacted.*