



CALL FOR  
APPLICATIONS

**DIRECTOR OF PHILANTHROPY**  
ST. RAPHAEL PALLIATIVE CARE HOME

## BNP's commitment to talent and governance



BNP Philanthropic Performance is committed to the success of its recruitments, since they contribute directly to strengthening the capacities of our philanthropic ecosystem. In this way, we work both for our clients and for the talents we recruit, in order to create value-creating links that foster lasting relationships based on a mutual understanding of the expectations and intentions of each party.

We take the most objective approach possible and try to eliminate any possible bias in our recruitment tools and processes to ensure that every talent is treated fairly. We also guarantee a discrimination-free process.

We are also committed to keeping talent informed of their progress through the recruitment process and providing constructive feedback for their professional development.

## St. Raphael Palliative Care Home

St. Raphael's is a non-profit organization that carries out its vocation by offering a **12-bed palliative care home and a day centre with multidisciplinary professional care and services—the first on the island of Montréal**. We provide **free**, high-quality palliative and wellness care in one of Montréal's most populated areas to people living with an incurable disease. With respect and compassion, we welcome people from all walks of life, regardless of their social condition, ethnic origin, sexual orientation, gender identity, or religious beliefs.

## Profile sought

The person we are looking for is known for their **very human, empathetic, creative, and listening** approach. They have strong **strategic and philanthropic development** and **interpersonal skills** and is **fully autonomous** in their duties. They are an excellent **organizer** and therefore manages **priorities** effectively. In addition, they are definitely **results-oriented**, possesses impeccable **ethics** and **judgment**, and is **proactive, self-starting** and has the ability to **anticipate** and **adapt**.

If you are this person, we want to meet you!

## Work location

6005 Deacon Road, Montreal (a few minutes from the Édouard-Montpetit station)

### Hybrid work environment

St. Raphael's allows you to evolve in a hybrid environment, working in part remotely, while providing opportunities for co-development and team building in person. In addition, being in the office is significant in philanthropy-related functions, as it allows you to develop close and privileged ties with clients.

## Functions, expectations and benefits

In collaboration with the Executive Director of St. Raphael's and with the support of the Philanthropy Department team, the incumbent ensures the development and deployment of the fundraising strategy of St. Raphael's at the philanthropic level, particularly in the area of major gifts.

### This is a leader who ensures:

- Planning and execution of fundraising activities, including logistics, administration, and budgeting.
- Analysis and effective execution of donor engagement and retention initiatives.
- Supporting colleagues on the Executive Committee in matters of philanthropic strategy.
- Facilitating and mobilizing the Philanthropy Committee, which is comprised of key volunteers.
- Managing the philanthropic department team.

### This person shall have:

- An undergraduate degree in a discipline deemed relevant (any combination of education and relevant experience will be considered).
- Extensive experience and proven results in annual and major campaigns with major corporate or individual donors, foundations, or community organizations.
- Strong communication skills in French and English, both written and spoken.
- Demonstrated experience in team coordination and management.
- Demonstrated experience in coordinating and managing a team.
- Good knowledge of the philanthropic community.
- Demonstrated proficiency with MS Office and gift management software.

### All in a context of:

- A work environment that fosters innovation and commitment and facilitates work-life balance.
- A calm, healthy and rewarding work environment based on mutual trust and interdisciplinary collaboration.
- A salary between \$100,000 and \$120,000, depending on experience.
- Group insurance, telemedicine services for staff members and their families, and a pension plan with employer contributions, all from the moment of hiring.
- Competitively priced home cooking on site.
- A free parking space.

### Philanthropic Department Team

- Philanthropic Development Advisor (*position to be filled*)
- Events Coordinator
- Data Entry Clerk (*part-time*)
- And close collaboration with the Senior Communications Advisor

## How to apply

BNP Philanthropic Performance has been mandated by St. Raphael Palliative Care Home for this recruitment mandate. To submit your interest in the position, please send your resume to Daniel H. Lanteigne, CSA, C.Dir., CFRE, CHRP by email at [talent@bnppperformance.com](mailto:talent@bnppperformance.com).

If this position is not for you and you wish to begin or continue a rewarding career in the philanthropic sector, please feel free to send your resume so that it can be analyzed and kept by our team

## Statement of Inclusion, Diversity, Equity and Access (IDEA)

BNP Philanthropic Performance and St. Raphael Palliative Care Home promote diversity and respect for differences. We guarantee a process free of discrimination.

In addition, BNP Philanthropic Performance encourages applications from women, Aboriginal people, visible and ethnic minorities, 2SLGBTQIA+ and people with disabilities.

If you do not meet 100% of the requirements, we still invite you to apply if the job and organization are aligned with your values, aspirations and generate great enthusiasm. We recognize that people from diverse backgrounds are less likely to apply for jobs if they do not meet all of the requirements and want to help eliminate this barrier to career advancement.

If accommodations are needed at any stage of the process, please send a request to [talent@bnppperformance.com](mailto:talent@bnppperformance.com).

## Language requirements

In accordance with recent legal regulations regarding language requirements for employment, St. Raphael Palliative Care Home requires proficiency in a second language, other than French, namely English. This requirement is based on internal validation and the operational needs of the position.

## Privacy

All information received will be treated confidentially and only selected candidates will be contacted. In addition, detailed applications and resumes will only be presented to the client after prior authorization has been given during an exploratory interview.

## Professional ethics

The recruitment process is carried out by a specialized talent and governance team composed of members registered with the Ordre des conseillers en ressources humaines agréés. BNP Philanthropic Performance therefore respects the highest standards of professional ethics and complies with the *Code of Conduct - Executive Search Consultants* and the *Code of Ethics* of the Order.



## Transparency of the recruitment process

We pride ourselves on making our recruitment process transparent to both our clients and talent. As part of the process agreed upon with St. Raphael Palliative Care Home, the following are the expected steps.

### Submitting your application

Send your resume to [talent@bnppperformance.com](mailto:talent@bnppperformance.com). Your application will be reviewed quickly and you will be contacted if you meet our client's expectations.

### Exploratory interview

We will contact you to schedule an exploratory interview to discuss the organization, the position and your track record.

### Recommendations to the client

Following various interviews, a list of potential candidates will be presented and discussed with the client who will identify the people who will move on to the next step.

### First selection interview

An initial structured interview will take place with a recruitment committee consisting of the Executive Director, the Assistant Executive Director and the Board Chair.

### Second selection interview

If your application is considered, a new recruitment committee will be formed to discuss with you and verify certain elements of the previous meetings.

### References and psychometric test

Following your authorization, we will contact your references to discuss your past experiences. In addition, it is expected that the candidate for the position will have to complete a psychometric test.

### Background check

Given the position and the organization, it is expected that a background check will be conducted, if you are the successful candidate for the position.

### Job offer

Finally, a job offer, or contract will be written and presented to you, if you have the job with St. Raphael Palliative Care Home.

*These steps could be adjusted according to the context and the evolution of the process. If your application is not successful, we will follow up with you.*