

The Old Brewery Mission, Montreal's largest homelessness organization, stands out for its inclusive approach and comprehensive services for people experiencing homelessness. The Mission's deep commitment is demonstrated by its holistic and collaborative approach to combating homelessness, with a focus on inclusion, empathy, availability, personalized support, innovation and community leadership. The Mission invites applications for the position of:

EXECUTIVE DIRECTOR OF PHILANTHROPIC DEVELOPMENT

Strategic challenges and opportunities

Reporting to the President and CEO, the Executive Director will be responsible for pursuing the major fundraising campaign to meet the 2023-2028 objectives and for increasing and diversifying philanthropic revenues. The Executive Director will manage the entire operations and development of the Old Brewery Mission's philanthropic department and contribute to the organization's strategic planning. He or she will ensure that all team members can carry out their duties in a healthy and stimulating environment that is conducive to helping others.

Role and responsibilities

The strategic responsibilities of the position are as follows:

Philanthropic development

- Plan and coordinate all aspects of fundraising programs, monitor progress against prescribed work plans and make adjustments as needed;
- Develop and implement innovative strategies to increase awareness and revenues from current donors, prospective donors and partners;
- Optimize major gifts, loyalty programs, planned giving and other development tools to renew and grow the donor base;
- Create an inspiring donor journey and update the recognition plan;
- Actively seek out potential donors;
- Define a strategic fundraising plan and appropriate means for each type of targeted donor;
- In consultation with the volunteer committees for each fundraising program, Board members and the President, develop the case statement for each fundraising program and all other materials required to operate these programs in accordance with assigned budgets;
- Write and submit fundraising programs, briefings and periodic reports on the progress of fundraising programs and/or special fundraising events;
- Establish a record-keeping procedure for receiving and recording donations and tracking expenses, supervise implementation of the procedure and keep it up to date;
- Collaborate with the Communications and Branding Manager on fundraising campaigns for the Voluntary Contributions Program;

- Ensure that all donors are treated appropriately - i.e. that thank-you letters are issued as soon as donations are received, and that reminder letters for pledges are prepared and sent out promptly;
- Consolidate, maintain and develop excellent relationships with all team members involved in fundraising programs;
- Participate in all public and private events such as official launches and closing ceremonies of fundraising programs or special events;
- Set up all committees and coordinate, supervise and audit all their activities;
- Monitor philanthropy in order to integrate best practices;
- Monitor and analyze campaign results with his team.

Human resource management

- Take part in recruiting team members;
- Ensure the welcoming, integration, supervision and development/training of team members;
- Ensure compliance by employees and suppliers with all management policies, operating regulations and employee health and safety standards, and apply corrective measures when necessary;
- Establish and monitor staff performance and development objectives, assign responsibilities, set goals, establish priorities, conduct annual performance appraisals and recommend salary adjustments;
- Promote optimal teamwork and mobilize team members, in particular by developing and maintaining a stimulating work climate.

Budget management

- Participate in the development of annual budgets in collaboration with his/her supervisor;
- Prepare, administer and respect the operating budget of the fundraising programs;
- Rigorously manage the budget allocated to his/her department;
- Approve purchase requisitions for the needs of the various departments.

Candidate profile

- Undergraduate or graduate degree in communications, public relations, marketing, management or other relevant field; Bachelor's degree in communications, management or other relevant field;
- Five to eight years' experience in philanthropic development in a large organization or institution;
- Tact and discretion, respect for confidentiality and ability to interact effectively with senior management, board of directors, major donors and volunteers;
- In-depth knowledge of fundraising techniques and methods;
- Expertise in direct mail, event management, fundraising and extensive experience in volunteer training, knowledge of endowments and planned giving programs;
- Ability to provide high-calibre leadership for a number of projects simultaneously, ability to plan, organize, monitor and communicate. Ability to maintain a very high level of professionalism at all times, willingness to work with enthusiasm, on an irregular schedule;
- Computer skills and ability to work with Windows. Knowledge of Razor's Edge would be an asset;
- Maintains a high level of fairness, transparency and ethics in daily words and actions;

- Sense of organization and priorities - able to recognize and manage emergencies - and respect for deadlines;
- Good stress management and ability to work under pressure;
- Creative and innovative, with a proven ability to translate critical thinking into action plans and results;
- Good interpersonal skills (acts tactfully and diplomatically) and demonstrates sound and positive human relations skills;
- Autonomous, good judgment, rigorous and solution-oriented leadership and harmonious management of a multidisciplinary team;
- Flexibility to work outside normal working hours;
- Shares the values of the Old Brewery Mission;
- Excellent writing skills and bilingualism, both written and spoken.

Application

If you think you have the profile we are seeking, please forward your CV with a letter explaining your motivation and interest by filling in the [“Application form”](#). All information received will be treated in the strictest confidence. We appreciate the interest of all applicants, however, only those selected for the next stage of the process will be contacted. Review of applications will begin immediately and continue until the position is filled.

The Old Brewery Mission is committed to creating and maintaining an inclusive and diverse work environment where all staff members are treated with dignity and respect. We are committed to employment equity and diversity in the workplace, and welcome applications from all qualified individuals.

<https://www.missionoldbrewery.ca/en>

<https://kenniffleadership.com/en/>