



The Humanitarian Coalition (HC) brings together 12 leading aid organizations to provide Canadians with a simple and effective way to help during international humanitarian disasters.

Humanitarian Coalition members include: Action Against Hunger, Canadian Foodgrains Bank, Canadian Lutheran World Relief, CARE Canada, Humanity & Inclusion, Islamic Relief Canada, Médecins du Monde, Oxfam Canada, Oxfam-Québec, Plan International Canada, Save the Children Canada, and World Vision Canada.

Member agencies join forces to raise funds, partner with the government, and mobilize media, businesses, and individual Canadians. Together, we are saving more lives.

CARE Canada is a founding member of the Humanitarian Coalition and administers Human Resources on behalf of the Coalition. Visit [www.humanitariancoalition.ca](http://www.humanitariancoalition.ca) for more information.

## **The Humanitarian Coalition is looking for a Senior Partnership Specialist, Corporate and Media**

### **About the role:**

Reporting to the Director of Marketing, Communications and Partnerships, the Senior Partnership Specialist is responsible for identifying, cultivating, developing, and stewarding strong relationships with current and future corporate and media partners to sustain and grow the capacity of the HC to mobilize the public and raise more funds for its members' humanitarian work.

The Senior Partnership Specialist will work in close collaboration with HC colleagues and members to develop and carry out the HC's Partnership Strategy. The position requires professional-level communication skills (written and oral) in English. It is also preferred that the candidate has basic proficiency in French (written and oral). The HC's primary operations are in English.

### **Responsibilities and Duties**

- Establish formal partnerships with private sector corporations and companies, along with potential media partners, that translate into increased public mobilization and fundraising results during humanitarian appeals.
- Develop and enhance the HC's Partnership Strategy and work plan to align with the current multi-year strategic plan.
- Implement a prospect pipeline and portfolio "moves management" process, including:
  - Prospect research, identification and clearance
  - Strategy and case development
  - Creating compelling marketing tools and approaches
  - Tailored prospect engagement, cultivation, development, recognition, and stewardship
  - Documenting, tracking, and reporting on metrics and insights for success.

- Initiate, plan and coordinate visits/meetings with prospective and current partners, leveraging HC assets and contacts.
- Carry out autonomous outreach and cold calling as appropriate.
- Ensure detailed, clear and current profiles and briefings are prepared prior to key prospect meetings.
- Ensure the donor database system (Donor Perfect) is fully utilized to effectively enter, track, analyse and retrieve partner and prospect relations information.
- Champion innovation to meet the complementary needs of HC partners and members, ensuring the HC delivers value to its partners.
- Ensure partners are recognized and stewarded for their engagement with the HC.
- Ensure readiness for HC joint appeals and collaborate with HC staff and members in partner outreach and mobilization during humanitarian crises.
- Engage in ongoing learning and development on new and emerging trends in corporate partnership and shared value through cross-sector collaboration.
- Develop and maintain effective working relationships with all stakeholders within HC member organizations.
- Promote harmonious and productive working relationships as a member of the HC team, supporting colleagues in meeting our collective goals and targets.

**About you:**

- Post Secondary Education in related field.
- Minimum 5 years of fundraising experience with demonstrated success in major corporate and media partnerships and/or major gift fundraising.
- Excellent written and verbal communication skills (professional-level English, with basic proficiency in French preferred), including strong presentation skills.
- Proficient with Microsoft Office suite of software (Outlook, Word, Excel, PowerPoint).
- Proficient with CRM databases, such as Donor Perfect, including excellent database management, analysis and report generation skills.
- A self-starter, able to work with minimal supervision, as well as a strong team player committed to the mission and values of the HC.
- Demonstrated track record of project planning, management, problem-solving and multi-tasking.
- Excellent customer service and relationship management skills.
- Ability to handle sensitive and confidential information appropriately and with discretion, including a commitment to the AFP Code of Ethics and Donor Bill of Rights.
- Cultural sensitivity, empathy, and ability to work under stress.
- Demonstrated experience and commitment to diversity, equity, inclusion and anti-racism.
- Familiarity and experience with the Canadian corporate landscape.
- Availability for occasional travel.

**What would make you extraordinary:**

- Familiarity with major media corporations an asset.
- Knowledge or experience of international development or humanitarian work is considered a strong asset.
- Working knowledge of French or other languages is strongly preferred.

**Location:**

- The position is based preferably in Ottawa or the Greater Toronto Area, with occasional travel to other locations as required. The role is primarily remote, with in-person team meetings roughly 5-6 times/year. The role also requires occasional in-person meetings with partners.

**What we offer:**

- Full-time (37.5 hours per week) permanent role
- Starting range for this role is \$78,000 - \$83,000
- Comprehensive benefits package and confidential employee assistance program services available to you and your dependents from your first day of employment.
- 3 weeks of annual leave (increases to 4 weeks from 2nd year of employment).
- In addition to annual leave, we offer a December 24-January 1 office closure.
- Inclusive holiday policy.
- Paid sick leave.
- Parental leave top-up.
- Employer contributions to group pension plan after first year of employment.
- Optional participation in group RRSP from start of employment.
- Learning and development opportunities.

**How to Apply:**

- All applications should be made online by **May 6, 2024 at 11:59 pm EST** [here](#).
- All applicants must be eligible to work in Canada.
- We thank all applicants in advance. However, only those selected for an interview will be contacted.
- The Humanitarian Coalition is committed to employment equity, welcomes diversity in the workplace and encourages applications from all.