

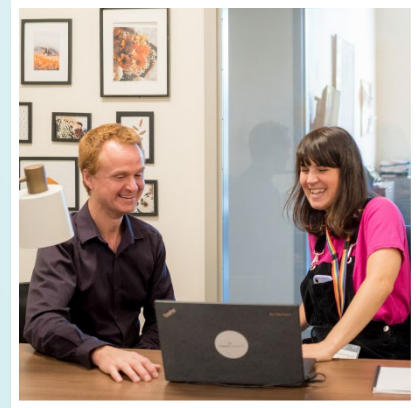
We are hiring!

Philanthropic Advisor

– Annual Campaign

Daytime Position, 4 days/week

Maison St-Raphaël serves a dual purpose as both a palliative care home with bedrooms for twelve patients, as well as Montreal's first day centre in palliative care. We offer exceptional palliative and wellness care, free of charge, to those living with an incurable disease, to caregivers and to the bereaved.



Job Description

Under the supervision of the Director of Philanthropy, our organization is looking for a person who will help maintain relationships with our current donor base and participate in new donor solicitation. Committed and dynamic, the candidate combines fundraising experience with excellent interpersonal skills. Autonomy, organizational skills, analytical ability and versatility are essential for the position.

Main Tasks and Responsibilities

Annual Campaign

- In close collaboration with the Philanthropy Team, develop the planning of the annual campaign, set quantitative goals, and ensure their achievement.
- Cultivate ongoing relationships and direct solicitation to expand the donor community (individuals, corporations, foundations) for the annual campaign, employing conversion and retention strategies, as well as prospecting.
- Actively participate in the search for sponsors for the Maison St-Raphaël's signature events.
- Manage the program of third-party events, including supporting individuals wishing to organize such fundraisers.

Philanthropic Development

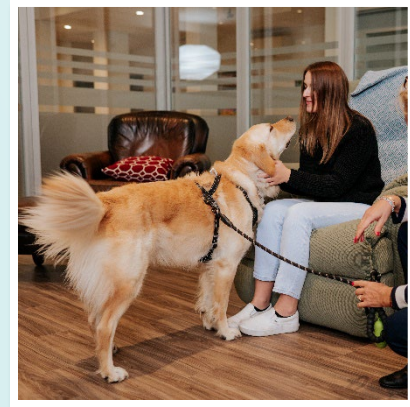
- Analyze data in DonorPerfect to inform philanthropic strategies;
- Implement and apply best practices for donor recognition and retention;
- Prepare, write and edit various documents to support periodic reporting (letters, progress reports, etc.);
- Participate in the input of statistical data and key performance indicators into the dashboard;



Job Benefits

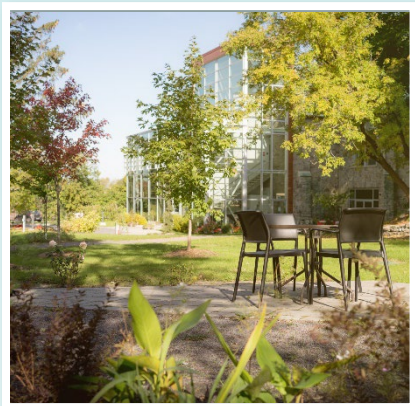
Join a professional, dynamic and empathetic team to provide exceptional and compassionate palliative care!

- Calm, healthy and rewarding workplace based on mutual trust and interdisciplinary collaboration;
- Work environment that promotes innovation and commitment;
- Possibility of a hybrid work approach combining face-to-face & remote work;
- Work-life and work-study balance;
- Proximity of the management team, who is attentive to day-to-day needs;
- Benefits from day one: group insurance, telemedicine services for employees and their families, pension plan;
- Home cooking at competitive prices on site;
- Free parking.



Required education, experience and skills

- University degree in communication, philanthropy, or another relevant field;
- 4 to 6 years of experience in a similar role;
- Creativity, versatility, and the ability to work collaboratively while respecting deadlines;
- Excellent interpersonal and communication skills in both French and English;
- Analytical ability;
- Proficiency in the Microsoft Office suite, knowledge of DonorPerfect or data management software is an asset.



Additional information

Start Date: effective immediately

Position status: Permanent position, 4 days/week

Annual Salary: between \$50,000 to \$60,000

Work Location: 6005 Deacon Road, Montreal, QC, H3S 2P4

Deadline to apply: August 15, 2023

For further information: www.maisonstraphael.org

To Apply

Please send your resume and cover letter to:
cv@maisonstraphael.org

Please note that we will only contact those selected for an interview.