



POSITION BRIEF

Development Officer



Montreal
General Hospital
Foundation



Montreal General Hospital Foundation

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FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf the Montreal General Hospital Foundation. For more information about this leadership opportunity, please contact Sylvie Battisti, KCI Senior Vice President, Search + Talent by email at MGHFDO@kcitalent.com

Interested candidates should send their resume and a letter of interest to the email address listed above. **Please note that candidate submissions will be reviewed as they arrive, so early inquiry and submission is encouraged.** All inquiries and applications will be held in strict confidence.

The hiring salary range for this position is \$55,000 to \$76,000 based on experience, and the Montreal General Hospital Foundation offers a competitive benefits package.





**Montreal
General Hospital
Foundation**

Development Officer The Montreal General Hospital Foundation

THE OPPORTUNITY

The Montreal General Hospital Foundation (MGHF) is seeking a dynamic professional fundraiser to join our team in the role of Development Officer. Reporting to the Senior Director, Major Gifts, the Development Officer will be a key member of the Foundation's team and will join a dedicated group of energetic professionals working to position the Foundation for future growth and success as a leader in healthcare philanthropy. The incumbent will contribute to significant growth in our corporate giving portfolio, soliciting intermediate gifts by fostering strong relationships with individuals and corporations, as well as with key volunteers.

An energetic and enthusiastic professional, the Development Officer, will be an organized and self-driven individual, with strong interpersonal skills to be confident and comfortable reaching out to a diverse group of donors, corporate decision makers, volunteers and medical professionals.

At ease in a fast-paced environment, the Development Officer will be an effective fundraiser or business development professional who is a team player and values collaboration. He/she will be comfortable using a donor database and will embrace our data-driven approach to tracking and reporting. The Development Officer will identify new prospects by making thank you calls, research and fostering a major gift donor portfolio. The incumbent will play a key role in continuing the strength and development of relationships between the Foundation, loyal donors, corporations, volunteers and other key stakeholders, which are instrumental to the Foundation's ongoing impact on patient care.

MGHF offers a hybrid work model. A minimum of two days per week would be expected to be in-person at the Foundation's office at the Montreal General Hospital on Avenue Cedar in downtown Montreal.

ABOUT THE MONTREAL GENERAL HOSPITAL FOUNDATION



Established in 1973, the Montreal General Hospital Foundation's mission (MGHF) is to inspire the philanthropic community to invest in transformative initiatives, conceived and guided by our medical leaders, that have a significant impact on patient lives. In doing so, we advance the pioneering spirit of the Montreal General Hospital, which joined forces with McGill University to form Canada's first teaching hospital.

Over the last ten years, the Foundation has invested over \$150 million in support of innovation and excellence in healthcare and during the fiscal year 2022-2023 period, our donors generously contributed \$23.3 million to fund our work. In the last fiscal year, our community's incredible generosity combined with the hard work of our foundation team resulted in us achieving an administrative expenditures ratio of 13.4% (based on the Canada Revenue Agency T3010 rules), well below the Canadian average for large hospital foundations.

Its strong relationships with the various stakeholders of the healthcare community have made the MGHF a valuable partner when it comes to advising donors as to where investments should be made and advocating for the important investments that donors provide. The MGHF supports a variety of projects at the McGill Academic Health Network and other establishments.

TOGETHER AGAINST CANCER – A UNIQUE COLLABORATION BETWEEN THE CEDARS CANCER FOUNDATION AND THE MONTREAL GENERAL HOSPITAL FOUNDATION

The Cedars Cancer Foundation and the Montreal General Hospital Foundation have joined forces to fight cancer and launch a major fundraising campaign, with a goal of \$100 million. This special collaboration is raising funds to support transformative projects that will have a significant impact on cancer care and research at the McGill University Health Centre (MUHC) and beyond.

Cancer is the leading cause of death in Canada. In fact, 40 % of Canadians will be diagnosed with cancer at some point in their lives, and 25% of them will die as a result.



The fundraising campaign we're launching focuses on three main priorities:

- Equal access to the best care and support;
- Personalized precision cancer care;
- Life-changing innovation and research.

CAMPAIGN CABINET

Stéphanie Rossy, Honourary Co-chairs
Andrew Molson, Honourary Co-chairs
Gwen Andrews Nacos, Co-chairs
Richard Cherney, Co-chairs
Tony Aksa
Si Chen
Dominic Costantini
Diana Ferrara Scalia

Michael Flinker
Jean-Guy Gourdeau
Elise Nesbitt
Adam Turner
Peggy Tabet
Roger Tabah
Stella Vassallo
Lawrence Vatch

FINANCIAL REPORT

This year, we are thrilled to report that we raised **\$23.3M in total gifts**. Major donations accounted for a large part of the revenues, in addition to planned giving and annual giving.

SOURCES OF REVENUES



Our solid financial management has also enabled us to generate an additional **\$4.6M** in net investment income and **\$0.5M** in other income, for a total of **\$26.5M** in fiscal 2021-2022.

SUPPORT TO VITAL CARE



We continue to support research to provide our community with the best healthcare and patient journey. During 2022-2023, **\$7.1M** was invested in research and **\$1.9M** in education and in training to further the knowledge of medical teams. Taking care of patients is a high priority: **\$3.7M** was invested in support of patient care.

BOARD OF DIRECTORS

Jean-Christophe Bédos, Chairman
Elise Nesbitt, Vice-Chair
Stephanie Riddell, President & CEO
Jonathan Elkas, Secretary
Julie Denis, Treasurer
Adam Adamakakis, Director
Gail Adelson-Marcovitz, Director
Kim Anderson, Director
Daniel Baer, Director
Cristina Birks, Director
Vincenzo Ciampi, Director
Dominic M. Costantini, Director
Sophie Cousineau, Director
Dr Liane S. Feldman, Director
Jean-Guy Gourdeau, Director
Jane Hope, Director
Ann Lynch, Director
Judith Ménard, Director
Patrice Ouimet, Director
Yvon Roy, Director
Peter F. Trent, Director

BOARD EMERITUS

David Bensadoun
H. Jonathan Birks
Richard Cherney
Ronald Collett
Peter Coughlin
D' Gerald M. Fried
Cynthia M. Gordon
Jean-Rene Halde
Gail Merilees Jarislowsky
Scott B. Jones
Hubert Lacroix
David L. McAusland
Andrew T. Molson
Eric H. Molson
Bertin Nadeau
John Peacock
Dr Tarek Razek
Mark L. Smith
J. Robert Swidler
Ivan C. Velan
Michel Vennat

ADDITIONAL BACKGROUND AND RESOURCES

[About the Montreal General Hospital Foundation](#)

[MGHF Team](#)

[MGHF 2022-2023 Annual Report](#)

[Financial Statements 2022-2023](#)

[Impact Report 2022-2023](#)

[Together Against Cancer](#)

[Campaign Announcement](#)

KEY AREAS OF RESPONSIBILITY

A key part of the incumbent's tasks will be to secure individual major gift, foundation and corporate gifts (a minimum of \$100k pledged over a 5 year period) from current intermediate gift donors (\$5k to \$10k per year or more). The new incumbent will mobilize volunteers and ambassadors to expand the Foundation's support network.

The incumbent will work to identify, qualify, solicit, steward and retain current and potential corporate and individual donors in support the core funding priorities of the MGHF. As such, the Development Officer will:

- In collaboration with the Senior Director, Major gifts, develop and implement solicitation strategies to ensure the progression of intermediate donors toward a major gift ask.
- Maintain a network of volunteers and MGHF ambassadors to nurture and renew the community of support.
- Identify high-affinity, high-capacity donors through thank you calls; engaging lapsed donors, volunteer engagement, and donor research in collaboration with the Annual Campaign and the Development teams.
- Proactively manage a pool of current and potential corporate sponsors in support of the MGHF's Flagship events and priority projects, which have major potential for corporate visibility. In addition to corporate donors, the prospect pool will include individual donors and foundations.
- Ensure appropriate recognition and ongoing stewardship of intermediate donors and corporate sponsors.
- Help maintain the donor database by entering contact reports, briefing notes, updating donor contact information, entering follow-up actions and key points-of-contact.
- Keep the prospect pool updated with identified leads, donor interests and pertinent information.
- Initiate calls, hospital tours and face-to-face visits with prospective donors.

QUALIFICATIONS AND COMPETENCIES

Demonstrated fundraising experience or relevant business development experience with a proven track-record of success in developing corporate and individual donor relationships, and growing intermediate gifts (\$5-\$10K per year or more) to a major gift level (\$100k or more over five years).

- A minimum of two year's experience in a similar position or a relevant business development role.
- Superior interpersonal skills to develop and maintain a broad range of relationships as well as engage and inspire stakeholders both internally and externally.
- Experience in engaging and supporting volunteers for fundraising.
- Excellent verbal skills in French and English are required, as are proficient writing abilities in French and English. At ease with presentations and a proven ability to relate to diverse groups of people with effective and articulate communication.
- A high degree of personal integrity and tact.
- A strong work ethic, combining energy, enthusiasm, tenacity, initiative, resourcefulness and solid organization abilities.
- Experience in working with a donor or CRM database.
- A university degree is required or a related mix of education and fundraising experience.

Other desired characteristics:

- Intuitive with people and thoughtful about interpersonal interactions, sound judgment and high emotional intelligence.
- Solid observation and listening abilities in order to digest information quickly, within a multitude of fundraising initiatives and a diverse pool of stakeholders.

BIOGRAPHIES

Stephanie Riddell **President & CEO**

Stephanie Riddell joined the Montreal General Hospital Foundation in 2017 as the Vice-President, Development. For more than six years, she worked closely with hospital leadership and donors to raise funds and awareness of priority health care needs in the community. This included spearheading the CODE ViE campaign, which raised more than \$110 million for vital care, exceeding the original goal. Prior to joining MGHF, Stephanie worked for McGill University as a Senior Philanthropic Advisor. She took over the role of President & CEO of the Montreal General Hospital Foundation in April 2023.



Margaux Watine **Senior Director, Major Gifts**

Margaux Watine joined the Montreal General Hospital Foundation as Senior Director, Major Gifts. She has over 15 years' experience in philanthropic development and communications, mainly in the hospital sector.



In her previous role, she mobilized the Children's and the Montreal Heart Institute Foundation's community of donors as Director, Major Gifts, Partnerships and Donor Relations. She has also worked in the field of communications with the Cohesion Strategies team in the development of brand images.

Margaux sits on the Board of CPE Les Casinours. She is a speaker at development conferences, including the last AFÉSAQ conference.

She has a Bachelor of Commerce degree from the John Molson School of Business. Margaux is fluent in English and French and lives in Montreal with her two children.

ORGANIZATIONAL CHART: MONTREAL GENERAL HOSPITAL FOUNDATION

