

We are hiring !

Director of philanthropy

Maison St-Raphaël is a grassroots charitable organization with a dual vocation: a 12-bed palliative care home and the first palliative day centre in Montréal. We provide free, high-quality care and services to people living with an incurable disease, their loved ones and the bereaved.

Job description

Working closely with the executive director and supported by philanthropy team members, the director of philanthropy is responsible for developing and rolling out Maison St-Raphaël's philanthropic strategy, with a particular focus on major gifts.

The director of philanthropy is tasked with:

- Planning and spearheading fundraising campaigns and activities, including logistics, administration and budgets
- Soliciting major and exceptional gifts
- Assessing and effectively rolling out donor engagement and retention initiatives
- Supporting colleagues on the Executive Committee and Board of Directors in philanthropic strategies
- Heading the Board's Philanthropy Committee
- Managing Philanthropy staff members (2 full-time and 2 part-time staff members)

Sought-after profile

The successful candidate must have strong skills in strategic and philanthropic development. They must be resolutely focussed on results, have impeccable ethics and judgment, and be highly attentive to interpersonal relationships. This person has excellent organizational skills, is fully autonomous in carrying out their duties and manages priorities effectively. They are proactive, leveraging their sense of initiative, anticipation and adaptation.



The candidate must have:

- An undergraduate degree in a relevant field. Any combination of academic training and relevant experience will be considered
- Extensive experience and proven track record in managing annual and major campaigns with major corporate or individual donors, foundations or community organizations
- Exceptional communication skills in French and English, both written and spoken
- Demonstrated expertise in team and project management
- Good knowledge of the philanthropic community
- Demonstrated skills with MS Office suite and donation management software

Maison St-Raphaël offers:

- A work culture that fosters commitment and innovation, and facilitates work-life balance
- A calm and healthy work environment founded on mutual trust and interdisciplinary collaboration
- Five weeks of vacation (from the start)
- Group insurance, a telemedicine service (for the employee and their family) and a pension plan with employer contribution, applicable from the start
- Access on-site to top-quality, family-style cuisine at reasonable prices
- A designated free parking space

Additional information:

- Salary : between \$100,000 and \$120,000, depending on experience
- Starting date: Immediately
- Status: permanent position, 5 days/week
- Work location: 6005 Deacon Rd, Montréal, QC H3S 2P4
- Deadline to apply: October 25, 2024
- For more information: www.maisonstaphael.org

To apply
please send your resume and cover letter to
cv@maisonstaphael.org.