

Development Officer, (Philanthropy) Québec - Bilingual

Status: Full-Time - Existing position

Location: Montreal - Quebec – Canada (Hybrid)

We are committed to a human-centered recruitment process and **do not use AI tools** at any stage of candidate evaluation or selection process.

Cystic Fibrosis Canada is looking for our next Officer, Events to help Canadians with cystic fibrosis (CF) live **W/O Limits**.

Imagine life, health, and hope **without limits**. You can help us lengthen life-spans and improve lives. Ensure CF care and support is available. Increase access to critical medicines. Help everyone in Canada's CF community live fully, beyond the limits of cystic fibrosis.

Are you ready to help Canadians live **without limits**? Apply today and change lives tomorrow.

WHO ARE WE?

Cystic Fibrosis Canada has dramatically changed the cystic fibrosis story, advancing research and care that has more than doubled life expectancy. Since being founded by parents in 1960, Cystic Fibrosis Canada has grown into a leading organization with a central role engaging people living with cystic fibrosis, parents and caregivers, volunteers, researchers and healthcare professionals, government and donors, all working together to change lives through treatments, research, information and support. Despite remarkable progress, the fight is not yet done; there are still Canadians left behind. The organization's goal is to keep pushing until all people with cystic fibrosis can experience a full, healthy life, without limits.

THE ROLE AND IMPACT:

The Development Officer, Quebec is responsible for managing and growing a portfolio of Quebec-based donors and partners, contributing directly to the advancement of Cystic Fibrosis Canada's fundraising objectives in Quebec. Reporting to the Director, Quebec, this bilingual role operates in a highly relational, culturally specific environment and is accountable for cultivating, stewarding, and expanding philanthropic support across assigned donor segments.

The Development Officer independently leads donor engagement activities, including prospect research, solicitation planning, grant development, and personalized stewardship, with a particular emphasis on complex, relationship-driven gifts within Quebec. The role requires sound judgment, strong autonomy, and the ability to manage multiple priorities while maintaining a high standard of donor care.

Working in close collaboration with national and regional colleagues across Fund Development, Corporate Partnerships, Events, Communications and Marketing, and Mission, the Development Officer ensures

donor strategies are aligned with organizational priorities while remaining responsive to Quebec-specific realities. Through thoughtful relationship management and strategic coordination, the role strengthens donor trust, organizational relevance, and long-term philanthropic engagement within the Quebec community.

RESPONSIBILITIES AND OPPORTUNITIES FOR GROWTH:

Personally Manage and Cultivate a Leadership Donor Portfolio (Quebec)

- Manage and steward a portfolio of Quebec-based mid-level donors (\$1,000–\$9,999), working closely with the National Leadership Giving Team and Annual Giving Manager to ensure consistency in standards of stewardship and integration with scheduled fundraising campaigns, with full accountability for day-to-day relationship management, donor experience, retention, and revenue performance.
- Lead all direct donor engagement activities, including personalized outreach, stewardship, cultivation, and solicitation, ensuring consistent, high-quality, French-first communication tailored to Quebec’s cultural and philanthropic context within the mid-level portfolio.
- Collaborate with the Mid-level giving Officer to ensure portfolio activities align with the overall mid-level strategy, while retaining autonomy over relationship management, outreach methods, and donor-level decision-making.
- Actively identify donor interests, capacity, and engagement signals, and use this insight to drive retention, upgrades, and deeper involvement within the portfolio.
- Monitor portfolio performance, track engagement outcomes, and take corrective action as needed to meet or exceed revenue and retention targets.
- Identification and qualification of donors with major gift potential, ensuring smooth transition to the Director.

Major and Leadership Donor Pipeline Development

- Conduct prospect research and prepare donor profiles, briefing notes, and background materials.
- Prepare proposals, cases for support, and tailored stewardship communications for leadership donors in Quebec.
- Maintain and update donor and prospect records to support a strategic fundraising pipeline.
- Prepare and review data to support moves management of donors in Quebec

Foundation and Corporate Partnership Development

- Drafts letters of intent, grant applications, sponsorship requests, reports, and stewardship materials for French-first foundations and corporate partners, in coordination with internal stakeholders.
- Support the cultivation and stewardship of foundation and corporate relationships, contributing to long-term, values-aligned partnerships.

Donor Engagement Events and Campaign Support

- Contribute to the design and delivery of donor cultivation, stewardship, and recognition events that strengthen relationships and inspire philanthropic investment.
- Coordinate logistics and materials for donor engagement activities, including in-person and hybrid events.
- Support targeted campaigns and initiatives through planning, coordination, and donor communications, ensuring a cohesive and high-quality donor experience.

Collaborate with Internal Teams

- Partner with Philanthropy and Corporate Partnerships, Events, Communications and Marketing, and Mission teams on fundraising initiatives.
- Provide input and support for cross-functional projects that enhance donor engagement.
- Share insights to help improve strategies and execution of regional fundraising efforts.
- Perform other duties as assigned to support organizational priorities.

WHAT YOU BRING:

Required Qualifications

- Post secondary degree (or equivalent) with 3-5 years of relationship building experience in a fundraising environment
- Strong communication skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Strategic thinker, attention to detail and strong program management skills
- Demonstrates CF Canada values of Connected, Bold, Inclusive, and Impactful
- Demonstrates knowledge of fundraising best practices and CRA regulations
- Develops and maintains networks with internal and external stakeholders,
- Ability to resolve complex and critical situations, including but not limited to handling donor concerns and complaints.
- Proven track record for meeting and exceeding revenue targets and other KPIs.
- Excellent time management and organizational skills.
- Responsible, proactive, driven, and able to work independently.
- Demonstrated experience with Microsoft Office programs, CRM (e.g. Raisers Edge), project management tools (e.g. Asana)
- Fluency in French and English (written and oral)

Desired

- Knowledge of fundraising direct mail and email campaigns
- Experience working with budgets and forecasting
- Working towards or holds a CFRE designation considered an asset

WORKING CONDITION:

- Hybrid working environment (2 days in-office, 3 days remote) with occasional requirements to work outside of regular office hours.
- Occasional attendance at evening or out-of-office hours events (e.g., donor events, meetings, or community activities).
- Occasional day/overnight travel.

WHAT WE OFFER:

- Collaborative, dynamic, and passionate work environment, with colleagues who are driven and motivated for this community.
- RRSP and Benefits programs
- A company culture rooted in empathy, accountability, collaboration, and innovation.
- Flexible working schedule
- Remote and hybrid work model offered

To submit your resume and cover letter directly through LinkedIn, please click here:

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Cystic Fibrosis Canada thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

Cystic Fibrosis Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to culture, ethnicity, race, color, religion, beliefs, gender, gender identify or expression, sexual orientation, nation of origin, genetics, disability, age, or veteran status.

We will be happy to work with applicants requesting accommodation at all stages of the hiring process.

For additional information on our values (Connected, Inclusive, Impactful and Bold), Cystic Fibrosis Canada and the courageous fight being waged against this disease, please visit www.cysticfibrosis.ca