Musée juif de Montréal
Montreal Jewish Museum

4129 boul. Saint-Laurent
Montréal QC H2W 1Y7

Job Title: Director of Development
Location: Montréal, QC (hybrid, regular onsite presence required)
Commitment: Permanent, full-time, salaried
Compensation: $80,000 to $95,000/year (commensurate with experience)
Start Date: To be determined
Apply: emplois-jobs@imjm.ca, Subject: “Director of Development”

The Montreal Jewish Museum (MJM) is an innovative place to connect with Montreal’s Jewish life and identity, share our diverse heritage, and create new cultural experiences. Through exhibitions, walking tours, public programs, and immersive projects, we bring Montreal’s diverse Jewish history and contemporary culture to life in meaningful ways.

About the Role:

MJM is at an exciting inflection point, having grown from a small organization into a mid-sized institution, anchored by a new building. We are seeking a strategic, relationship-driven Director of Development to lead the Museum’s fundraising at this pivotal moment.

Reporting to the Executive Director and working closely with the Artistic Director and the Board, the Director of Development will set and execute MJM’s fundraising strategy across all revenue streams, and build the philanthropic capacity to sustain the Museum’s next stage of growth. The role manages a part-time Grants Writer / Development Manager.

Key Responsibilities:

Fundraising Strategy & Leadership

- Set MJM’s annual fundraising strategy and targets in coordination with Executive Director and Board, across major gifts, foundations, government, corporate sponsorship, and events.
- Build or improve systems (pipeline, prospect tracking, donor database) to achieve a sustainable, diversified, year-over-year revenue base.
- Play a key role in preparing and executing future capital and/or endowment campaigns.
- Craft compelling cases for support and pitches, to deepen donors’ understanding of MJM with input from the Executive and Artistic Directors as well as other strategic stakeholders.

Identification, Cultivation & Stewardship

- Manage the Museum’s portfolio of donors and prospects through the full cycle of identification, cultivation, solicitation, and stewardship, alongside MJM’s Executive and Artistic Directors.
- Identify and qualify new donor prospects on an ongoing basis; this is an active pipeline-building job, and not simply a list of inherited names.
- Foster relationships with current and new donors, foundations, and corporate partners that expand the Museum’s reach and capacity.
- Lead donor moves management and advancement of prospects through the cycle, ensuring timely progress toward solicitation. Personally solicit and close five- and six-figure gifts.
- Own donor retention (not just acquisition) via recognition and communications to deepen donor relationships with MJM year after year in collaboration with the Museum’s Directors and staff.
- Collaborate with communications staff to develop proposals and tailored donor materials.

Grants & Government Funding

- Diversify and grow MJM's institutional funding around foundations, government, and corporate partners, ensuring an appropriate balance across revenue streams.
- Contribute to grants calendaring and budgeting sessions, working with programming and finance staff to match programming to appropriate funding sources.
- Writing or overseeing writing and reporting on key strategic grants.

Operations, Data & Reporting

- Oversee the donor database/CRM, pipeline, gift tracking, receipting, and data integrity.
- Track results against targets, and report regularly to the Executive Director, Fundraising Committee, and Board.

Board & Team Mobilization and Management

- Manage, mentor, and support development staff, including the part-time Grants Writer / Development Manager.
- Work with staff across programming and operations departments to build consistent donor touchpoints, including developing and maintaining a shared engagement calendar.
- Bring Board members and staff into regular, structured contact with donors, while also coaching and preparing Board members to make asks.

Required Qualifications:

- Minimum 3-5 years of fundraising experience at a manager level or above, with demonstrated success in donor relationship-building, cultivation, and stewardship.
- Demonstrated experience personally soliciting and closing five-figure+ gifts, with a track record of meeting or exceeding revenue goals.
- Comfort building processes and infrastructure in a growing organization, rather than stepping into a fully established development operation.
- Proven ability to translate mission and impact into a compelling case for support and donor-facing materials.
- Strategic and analytical ability to build and prioritize a multi-year fundraising plan across diverse revenue streams.
- Proven people- and project-management skills, with the ability to lead a small team and collaborate across an organization.
- Strong relationship-building skills and experience mobilizing a volunteer board, fundraising committee, or community stakeholders to actively participate in solicitation – opening doors, hosting, and making asks themselves.
- Excellent written and spoken communication in both French and English.
- Sound judgment, discretion, and the ability to handle confidential donor information.
- Proficiency with CRM/donor databases and Microsoft and Google Suite.

Assets:

- Experience in the cultural, heritage, or museum sector, and/or familiarity with Montreal's Jewish community (welcome but not required).
- Exposure to, or previous experience supporting a capital or endowment campaign.
- Knowledge of Montreal's philanthropic and fundraising landscape, and/or Jewish communal landscape, including relationships that can help MJM grow.
- Experience with corporate sponsorship and partnership development.
- Working knowledge of the federal, provincial, and municipal funding landscape for cultural and heritage organizations.
- Familiarity with charitable giving and receipting in Quebec, including relevant tax-credit considerations.
- Formal fundraising credentials or training (e.g., CFRE, AFP membership, or equivalent coursework).
- Candidates may come from the non-profit or for-profit world, including from business development and sales backgrounds.

How to Apply:

Please submit a CV and cover letter in one PDF to emplois-jobs@imjm.ca with the subject line "Director of Development."

The Montreal Jewish Museum is committed to ensuring that we are an inclusive space and encourages applications from everyone, including but not limited to women, Indigenous peoples, visible minorities, people with disabilities, and persons of all sexual orientations and gender identities. Should you require any accommodations through the application process, please do not hesitate to let us know.