



Senior Philanthropy Advisor

About Baluchon Long-Term Respite

Baluchon Long-Term Respite is a non-profit organization that provides respite and support services to family caregivers of individuals living with illness or loss of autonomy. Recognized for its expertise and social impact, the organization is actively expanding to meet the growing demand for its services throughout Quebec.

Reporting to the Executive Director, the **Senior Philanthropy Advisor** develops, plans, and implements the Foundation's philanthropic fundraising strategies to support the rapid growth of the organisation.

The successful candidate identifies, solicits, and cultivates relationships with individual donors, corporations, foundations, and financial partners. They serve as a resource person to the Executive Director and the Board of Directors regarding philanthropic revenue development and contribute to achieving annual fundraising objectives.

They are also responsible for overseeing fundraising activities, managing donor relationships, and implementing tracking and analytical tools to optimize fundraising performance.

Key Responsibilities

Philanthropic development

- Develop and implement the annual philanthropic development plan.
- Identify, research, and qualify new donors, foundations, corporations, and financial partners.
- Continuously monitor and identify funding opportunities.
- Develop and coordinate fundraising campaigns.

- Oversee the organization of fundraising events and activities.
- Conduct fundraising solicitations with corporations, foundations, and major donors.
- Select and implement a new donor management software system.
- Oversee the administrative follow-up of donations, reporting requirements, and financial commitments.

Donor and Financial Partner Relations

- Develop and maintain long-term relationships with current and prospective donors.
- Support the Executive Director and Board members in their outreach to major donors.
- Oversee the preparation of solicitation materials and donor stewardship documentation.

Management, Analysis, and Reporting

- Establish and maintain dashboards and key performance indicators (KPIs).
- Prepare reports on fundraising campaigns and philanthropic activities.
- Monitor and manage fundraising budgets.
- Analyze results and recommend improvement measures.
- Participate in the preparation of reports and presentations for the Executive Director and Board of Directors.
- Develop procedures and tools to optimize philanthropic activities.

Candidate Profile

Education

- University degree in a relevant field such as business administration, management, communications, marketing, philanthropic development, or any equivalent combination of education and experience.

Experience

- Minimum of ten (10) years of relevant experience in philanthropy, fundraising, or business development.

- Strong network of contacts within the English-speaking community is considered an asset.
- Proven experience preparing funding applications for foundations and institutional partners.
- Knowledge of **Prodon** is considered an asset.
- Experience managing relationships with major donors.

Desired Qualifications

- Native or fully professional proficiency in English; strong oral proficiency in French.
- Strategic vision for philanthropic development.
- Excellent business development and fundraising solicitation skills.
- Ability to build trusted relationships with major donors.
- Self-starter with strong initiative and autonomy.
- Results-oriented mindset.
- Ability to work effectively with board members and senior executives.
- Strong administrative and analytical skills.

Working Conditions

- Option to work 3 or 4 days per week, depending on the successful candidate's preferences and availability.
- Competitive salary with the possibility of a performance bonus.
- Flexible schedule supporting work-life balance.
- Hybrid work model, with on-site presence required at least one day per week.
- Opportunity to contribute to a meaningful social mission that has a tangible impact on caregivers throughout Quebec.
- Collaborative, people-focused, and mission-driven work environment.

**Baluchon celebrates diversity in all its forms and values different perspectives.
Our offices are accessible to individuals with reduced mobility.**

For additional information or to submit your application, please contact:



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