



HUMANITY & INCLUSION CANADA

Position: Philanthropic Development Officer

Type: Full time permanent position (35 hours per week)

Location: Montreal

Context

Humanity & Inclusion (formerly Handicap International) has been working for 40 years with people with disabilities and vulnerable populations to meet their basic needs, improve their living conditions and promote respect for their dignity and fundamental rights. The international solidarity NGO was co-winner of the Nobel Peace Prize in 1997 for its work within the International Campaign to Ban Landmines and has received international recognition over the years. Today, Humanity & Inclusion has a variety of fields of action (humanitarian emergencies, inclusive international development, armed violence) and is present in nearly 60 countries. The Philanthropic Development Officer will join the Canadian team and work with HI Federation teams to achieve ambitious goals.

Summary of functions

Under the supervision of HI Canada's Head of Philanthropic Partnerships, **the Philanthropic Development Officer** is responsible for building and maintaining relationships with high-level donors, consolidating and deepening existing support and generating new support in Canada. She is also responsible for the implementation of the digital strategy.

Main responsibilities

Philanthropic Development Management

- Develop relationships with current and potential donors who can make an outright, planned or mixed gift of \$5,000 to \$100,000, particularly in the French Canadian market.
- Research and identify potential new sources of major gifts (individuals, private foundations, corporations) and move them along the continuum of donor engagement from research to retention, solicitation, actual giving, recognition.
- Prepare documentation for each approach: build a philanthropic profile, write proposals, letters, presentation sheets, etc.
- Ensure exemplary record keeping, maintain the philanthropic database (Efficacy) according to best practices and applicable laws.
- Ensures appropriate recognition (including oversight of receipt issuance), preparation and submission of reports for each donor.



Digital campaign management and communications support

- Develop digital campaigns, particularly in relation to humanitarian emergencies, in collaboration with the Communications Manager.
- Collaborate on the implementation of the digital communication strategy, design the publication calendar and animate the social networks.
- Develop campaigns on the CanadaHelps donation platform.
- Participate in audiovisual productions for digital platforms.
- Collaborate on HI Canada's fundraising strategies with partners and volunteers: consumer fundraising, digital marketing, paid advertising.
- Work with the Communications Manager on fundraising communications, including the monthly newsletter.
- Support the writing, translation and linguistic revision of all communication documents in French and English (annual report, press releases, brochures, infographics).

Qualifications and skills

You have a keen interest in international topics and issues and want to make a difference. You have good interpersonal skills. You are optimistic and energetic. You master the art of tact and diplomacy.

- Education: University degree in philanthropy, marketing, communications, or related field.
- Experience: 1-5 years of experience in a charitable or non-profit organization, major gifts or digital campaign portfolio.
- Knowledge of tools: Mastery of the Microsoft Office suite and research tools (Internet, specialized publications in philanthropy, etc.), ability to use a philanthropic database, knowledge of digital fundraising platforms (socio-financing, online payments, etc.)
- Language skills: Fluent in oral and written French and English.
- Assets: Degree in philanthropy, fluency in a third language, experience in humanitarian or international work, CFRE accreditation.

SALARY: \$45,000 - \$60,000 plus generous benefits.

To apply:

All applications and requests for information will be treated in the strictest confidence.

FOR MORE INFORMATION:

Visit Humanity & Inclusion Canada website at: <https://www.hi-canada.org>