



JOB OFFER:
Head of philanthropic development
Humanity & Inclusion Canada

Position: Head of philanthropic development

Job type: Full-time (35 hours per week), maternity leave replacement (12–14 months contract)

Location: Montreal

Salary: \$70,000 - \$85,000 plus generous benefits

Language: Bilingual French and English

Years of experience: 5 - 7 years

Start date: April 01, 2025

Context

Humanity & Inclusion, formerly Handicap International (HI), has been working for 40 years with people with disabilities and vulnerable populations to meet their essential 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 in the international campaign to ban anti-personnel mines, and has received international recognition over the years. Today, HI is active in a variety of fields (humanitarian emergencies, inclusive international development, armed violence reduction) and is present in nearly 60 countries.

HI Canada's Head of philanthropic development will complement a dynamic Canadian team and work with HI Federation counterparts to achieve ambitious goals.

Summary of functions

Under the supervision of HI Canada's Executive Director, the Head of philanthropic development works to develop and implement a strategy to secure major gifts (corporate, individual, private foundations). The person is responsible for establishing and maintaining relationships with high-level donors, consolidating and deepening existing support and generating new support across Canada.

Main tasks and responsibilities

Strategy

- Develop a three-year plan and implement an ambitious annual philanthropic development strategy, aligned with the organization's objectives, and taking into account external opportunities.
- Develop and maintain high-level relationships with major donors, anticipate trends in the philanthropic sector and adapt strategies accordingly.
- Contribute to the implementation of HI Canada and the HI network's major gifts strategy.

Philanthropic development

- Plan, monitor and improve the annual philanthropic development strategy implementation plan.
- Develop relationships with current and potential donors, who can make a major immediate, planned or mixed gift.
- Seek out and identify potential new sources of major gifts (individuals, private foundations, corporations) and move them along the donor engagement continuum, from research to loyalty, solicitation, actual giving and recognition.
- Mobilize other Canadian team members, HI Federation counterparts, members of HI Canada's Board of Directors and Council of Governors, and others who can positively influence solicitations to consolidate donor commitment.
- Help prepare documentation for each approach: build a philanthropic profile, draft proposals, letters, project sheets, etc.
- Contribute to the application of appropriate gestures of recognition (including the supervision of thank-you notes and the issuance of tax receipts), and to the preparation and mailing of impact reports for each donor.
- Contribute to the implementation of the digital marketing strategy for donor acquisition, working with internal teams to optimize campaigns and maximize donor and supporter engagement.
- Optimize outreach opportunities to target potential high-level donors.
- Work in collaboration with the person in charge of communications, particularly on fundraising communications.

Leadership

- Coaching, mobilizing and inspiring your team to achieve agreed objectives, with regular follow-ups to ensure commitment and performance.
- Monitor the achievement of fundraising objectives and report regularly to management and the Board of Directors providing strategic analysis and recommendations.
- Manage the philanthropic development budget, including planning and forecasting, in accordance with the organization's financial procedures.
- Represent and position the organization at relevant external events and meetings.

Qualifications and skills

- Education: Diploma in administration, marketing, communications, public relations, human sciences.
- Experience: At least 5 years' experience in a charity or non-profit organization, in charge of a major gifts portfolio.
- Knowledge of the field: Expertise in philanthropic development best practices, knowledge of the Canadian philanthropic market (particularly in Montreal and Toronto), ability to manage a project and a budget.
- Proficiency in Microsoft Office suite, ability to use a philanthropic database, knowledge of digital fundraising platforms (socio-financing, online payments, etc.).
- Language skills: Fluent in spoken and written French and English.
- Assets: Degree in philanthropy, fluency in a third language, humanitarian or international experience, CFRE accreditation.

Your profile

You're the person we're looking for if you're passionate about international issues and want to contribute to a positive impact. You think strategically and thrive in a collaborative, multi-stakeholder environment. You are autonomous, flexible and proactive, and enjoy learning and developing new skills. Your extensive professional network is an asset that you will be able to mobilize to support HI Canada's objectives. Finally, you have excellent interpersonal skills, are optimistic and energetic, and have mastered the art of tact and diplomacy.

TO APPLY

All applications and requests for information will be treated with confidence. Please send your curriculum vitae and a letter of interest no later than February 28, 2025, to the following e-mail address: jobs@canada.hi.org

As we consider diversity to be a real asset, we invite women, aboriginals, visible minorities, ethnic minorities and people with disabilities to apply.

If you have any accessibility requirements (e.g. making sure that everyone on the interview panel uses a microphone, making sure to show your lips, preferring a certain mode of communication), please let us know. Our offices are located at the Center for sustainable development and are accessible to people with reduced mobility.

Only candidates selected for an interview will be contacted.

TO FIND OUT MORE

Humanity & Inclusion Canada: [Humanity & Inclusion | Humanity & Inclusion Canada](#)

Humanité & Inclusion (Federation): [Handicap International - Humanity & Inclusion | HI](#)