



Humanity & Inclusion Canada

Date: January 23, 2023

Position: Philanthropic Partnerships Manager

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

Field: Philanthropic management

Years of experience: 5 - 7 years

Education: Graduate studies

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 (rehabilitation, humanitarian emergencies, inclusion, armed violence, and more) and is present in nearly 60 countries. The Canadian office of Humanity & Inclusion (HI Canada) is in Montreal. HI Canada is in a major growth cycle to increase its support for people with disabilities and other particularly vulnerable groups in situations of poverty, exclusion, conflict and disaster. HI Canada's Philanthropic Partnerships Manager will complement an experienced Canadian team and work with HI Federation counterparts to achieve ambitious goals.

Summary of functions

Under the supervision of Humanity & Inclusion Canada's Executive Director, the Philanthropic Partnerships Manager oversees the development and implementation of a strategy for securing major gifts (individual, private foundations and corporate). Responsible for building and maintaining relationships with high-level donors, she/he consolidates and deepens existing support for the organization while building new support across Canada.



Key responsibilities

Donor relation:

- Develop relationships with 75 to 100 current and potential donors, who can make an immediate, planned or mixed donation of \$100,000 or more.
- Identify potential new sources of major gifts (individuals, private foundations, corporations) and move them along the continuum of donor engagement, from the research stage, through to retention, solicitation, the gift itself, recognition and then stewardship.
- Work closely with other Canadian team members, Humanity & Inclusion's Federation counterparts, Humanity & Inclusion Canada's Board members, and others who can positively influence solicitations or contribute to a donor stewardship to strengthen their commitment.

Management of philanthropic development:

- Identify qualified potential donors and prepare documentation for each approach: building a philanthropic profile, writing proposals, letters, flyers, etc. Ensure exemplary record keeping, maintain the philanthropic database according to best practices and applicable laws.
- Ensure appropriate recognition, preparation and submission of stewardship reports (accountability reports) for each donor.
- Manage the CanadaHelps or CanadaHelps donation collection platform.
- Collaborate on Humanity & Inclusion Canada's fundraising with partners and volunteers, including mainstream fundraising and online marketing, and include a major gifts component when appropriate. Optimize outreach opportunities to target high-level donor prospects.

Skills and competencies

- Education: Diploma in administration, marketing, communications, public relations, humanities.
- Experience: 5-7 years of experience in a charitable or non-profit organization, in a major gifts portfolio.
- General Knowledge: Familiar with best practices in philanthropic development, knowledge of the Canadian philanthropic market (particularly in Montreal and Toronto), ability to manage a project and a budget.
- Knowledge of tools: Knowledge of the Office suite and research tools (Internet, specialized publications in philanthropy, etc.), familiarity with using a philanthropic database (Efficy), knowledge of digital fundraising platforms (socio-financing, online payments, etc.).
- Language skills: Fluent oral and written French and English.
- Assets: Degree in philanthropy, knowledge of a third language, experience in the humanitarian sector or international development, CFRE accreditation.



Your profile

You have a keen interest in international topics and issues and want to make a difference. You think strategically, thrive in a collaborative environment with multiple stakeholders, work independently with flexibility and initiative, and enjoy learning and developing new skills. Your professional network is extensive and you can mobilize it to achieve Humanity & Inclusion Canada's goals. You are outgoing, optimistic, and energetic, but you have mastered the art of tact and diplomacy.

SALARY : \$65,000 – \$74,000 plus generous benefits package.

To apply

All applications and requests for information will be treated in the strictest confidence. Please forward your resume and a letter of interest by February 14th, 2023 to the following email address: jobs@canada.hi.org

For more information

Humanity & Inclusion Canada: <https://hi-canada.org/>

Humanity & Inclusion (Federation): <https://hi.org/>