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Job title:	Director of Development
Reports to:	Vice-President, Development
Employment status:	Full-time, permanent
Location:	700-5100 de Maisonneuve Blvd. West/1001 Decarie Blvd, Montreal, Quebec (Hybrid)

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## THE OPPORTUNITY

The McGill University Health Centre (MUHC) Foundation is undergoing an exciting phase of expansion, guided by clearly defined pillars and strategic priorities that will shape its future growth and success. We are actively seeking an accomplished leader in major gift development for the role of **Director of Development**. This individual will play a pivotal role in driving significant growth in our major gift portfolio, contributing to our mission by nurturing robust donor relationships with individuals, corporations, and foundations.

Under the supervision of the Vice-President, Development, the Director of Development will hold a key position within the leadership team, collaborating with an integrated group of dynamic professionals. Together, we aim to position the foundation as the leader in health care philanthropy in Quebec, committed to creating unified fundraising, communications, and engagement strategies. These efforts will secure investments and gifts to support the MUHC's clinical, research, and teaching objectives, as well as cutting-edge research conducted by the Research Institute of the MUHC.

As an essential member of our broader foundation team comprising 38 dedicated professionals, the Director of Development will provide strategic and operational leadership, as well as serve as a visionary and influential manager for our team. This includes refining and advancing fundraising programs in major gifts, planned giving and events. With the foundation's strategic focus on major giving, the Director of Development will collaborate closely with the board, foundation leadership, senior medical leaders, and various internal and external volunteers. Together, we will foster and steward relationships with a diverse array of stakeholders and supporters, ensuring the continued realization of key priority projects at the MUHC. This collective effort is aimed at securing and elevating its standing among the foremost health and research centres globally.

The MUHC Foundation is proud to be one of **Canada's Most Admired™ Corporate Cultures 2023**. This national honour recognizes the foundation's commitment to creating a work environment that is open, transparent, values respect and communication, and embraces innovation.

The MUHC Foundation is accredited by **Imagine Canada** for excellence in non-profit accountability, transparency and governance.



## **ABOUT THE MCGILL UNIVERSITY HEALTH CENTRE**

For more than 150 years, the McGill University Health Centre (MUHC) founding hospitals have been providing the best possible care to the community, and in 1997, the MUHC was officially created through the merger of 5 hospitals: the Montreal Children's Hospital, the Montreal Chest Institute, the Montreal General Hospital, Montreal the Neurological Institute & Hospital, and the Royal Victoria Hospital. These hospitals' respective research institutes merged to form the Research Institute of the MUHC and in 2008, the Lachine Hospital and Camille Lefebvre Pavilion also joined the MUHC.

Affiliated with McGill University's Faculty of Medicine, the MUHC is an academic health centre that provides some of the most advanced care in the province, which includes complex diagnoses, treatments and surgeries. The MUHC cares for some of the most critically ill patients across Quebec and provides highly-specialized care, treatments, and medical testing that other hospitals simply cannot offer.

In June of 2015, the Glen site of the MUHC was inaugurated and this complex now houses the new Montreal Children's Hospital, Royal Victoria Hospital, Montreal Chest Institute, the Cedars Cancer Centre, and the Research Institute of the MUHC. Patients and their families were at the heart of the design and layout of the new hospital. With 1,587 physicians and over 12,000 nurses, support staff, and employees, the hospital at the Glen site is a patient-centred facility that helps to not only heal the body, but also the soul. It has helped the MUHC transform the way in which it delivers the highest level of care to our population, ensuring that all patients truly receive the best care for life.

In addition to clinical care, the MUHC is an international research powerhouse that conducts both fundamental and clinical research. The hospital's Research Institute supports more than 460 researchers and 1,700 ongoing research projects and clinical trials, and it continues to shape the course of adult and pediatric medicine by attracting research leaders from around the world.

For more information about the MUHC, please visit: <https://muhc.ca/>

## **ABOUT THE MCGILL UNIVERSITY HEALTH CENTRE FOUNDATION**

The MUHC Foundation plays a pivotal role in supporting exceptional programs, purchasing innovative medical equipment, fostering ground-breaking research, and ensuring the highest level of teaching. Our *Dream Big* Campaign is raising \$200 million to change the course of lives and medicine. The campaign is supporting world-class research and care to solve some of the most pressing health challenges of our time: cancer, infectious diseases, cardiovascular disease, respiratory diseases and more. We are rallying our entire community to transform health care as we know it.

The MUHC Foundation is comprised of a team of 38 staff members and total revenues in 2022 were \$29 million. Our foundation is governed by a volunteer Board of Directors which includes



members from the medical, scientific, academic, and business communities. These dynamic leaders ensure that we maintain the highest standards with regards to ethics and best accounting practices. The Board oversees and approves the foundation's budget, fundraising goals, and the granting of funds raised to support the priorities of the MUHC.

For more information about the MUHC Foundation, please visit <https://www.muhcfoundation.com/>

## **IDEAL CANDIDATE**

The preferred candidate for the position of Director of Development should be a proven leader in the field of major gifts, serving as a role model for our team as well as possessing well-defined management skills. They must showcase a proven track record of successfully cultivating and securing major gifts, ideally in the six to seven figure range. The ideal individual will possess expert knowledge of philanthropy, demonstrating strategic acumen in identifying future growth opportunities and recognizing the emerging potential within new donor groups.

It is essential for the chosen candidate to passionately articulate their understanding of the vital importance and impact of the MUHC in our community. The new appointee should possess the confidence to take initiative and the expertise to propel donor strategies forward. Mindful of linking donors and prospects to MUHC funding priorities, the ideal candidate will seize opportunities to build new relationships and fortify existing ones.

As an adept networker and connector, the Director of Development must have a proven ability to proactively engage philanthropists from diverse cultural communities. Authenticity and genuineness, coupled with a high degree of emotional awareness, are crucial qualities. The ideal candidate should be intuitive and donor-centric, adept at understanding the subtleties of donor interactions and consistently adjusting to forge the strongest donor relationships while effectively communicating the MUHC's and the foundation's stories.

The successful candidate will excel in listening, respectfully questioning and evaluating information, and demonstrating a high level of personal responsibility. They will establish trust and respect with board members, medical leaders, donors, volunteers, colleagues, and staff. With a deep respect for the role of volunteers, the ideal candidate should have a history of successfully recruiting, motivating, and supporting valued volunteer partners, especially for major gift fundraising. The successful candidate will also have demonstrated experience inspiring, leading and managing a high-performing group of major gift and development professionals.

The Director of Development is expected to be an outstanding coach and mentor, fostering the growth of our team to reach its full potential. Through collaboration, communication, and a steadfast commitment to philanthropic best practices, the new appointee will inspire individual efforts, leading to the formation of a high-performing team of major gift and development professionals.

Enthusiastically embracing our mission and driven by challenges, the new Director of Development should view this unique and meaningful opportunity as a chance to elevate the



fundraising success of the MUHC Foundation. The successful candidate will combine a dedication to exemplary fundraising practices with a desire to motivate both staff and stakeholders to attain new heights in support of our world-class hospital centre.

## **KEY AREAS OF RESPONSIBILITY**

Under the guidance of the Vice-President, Development, the Director of Development will:

- Contribute to the formulation and execution of the foundation's strategic and operational goals as an integral part of the management team.
- Collaborate with the President, COO, Vice-President of Development, Senior Director of Major Gifts and Partnerships and all members of the major gifts team to develop a major gifts fundraising plan that enhances revenues in accordance with the foundation's strategic direction.
- Participate in the planning and execution of fundraising initiatives. Ensure cultivation and solicitation strategies align with priorities and established policies and procedures.
- Evaluate and monitor fundraising activities to ensure cost-effective and timely achievement of fundraising goals.
- Provide coaching and mentorship to professionally manage and foster the development and collaboration of a team of direct reports, encouraging the application of best practices in fundraising programs to achieve outstanding results.
- Actively manage a personal portfolio of at least 60 existing and potential major donors, maintaining active relationships throughout the entire donor cycle to secure successful major gifts.
- Cultivate positive and productive relationships with physicians and hospital leaders, fostering their involvement or potential involvement with the foundation.
- Collaborate with MUHC medical leaders to comprehend and effectively communicate the funding priorities of the MUHC to donors and the fundraising team.
- Stay attuned to trends in the community or region and adapt fundraising strategies as needed.

## **REQUIREMENTS**

- Substantial fundraising background, preferably within a complex charitable organization, with proven success in major gift fundraising and corporate partnership development.
- Profound knowledge of fundraising principles and processes, along with demonstrated experience in formulating fundraising strategies and executing comprehensive fundraising plans.
- Proven management and team building experience.



- Exceptional interpersonal skills to cultivate and sustain a diverse array of relationships, as well as the ability to engage and inspire stakeholders internally and externally.
- Proficiency in both French and English is mandatory, accompanied by excellent writing skills in either language. The incumbent should be comfortable with public speaking and have a demonstrated ability to connect with a variety of people and groups.
- Proven capability to attract, retain, mentor, motivate, and lead a team of professional fundraisers, fostering collaboration towards common goals and objectives.
- Experience in senior volunteer management.
- High level of personal integrity and tact.
- Strong work ethic, combining energy, enthusiasm, initiative, and solid organizational abilities.
- Familiarity with current trends and challenges in the Quebec and Canadian health sectors, coupled with knowledge of the philanthropic landscape.
- A university degree is a prerequisite, and a graduate degree is considered desirable.

We thank you for your interest in the MUHC Foundation. All submitted applications will be considered, however only selected candidates will be contacted for interviews.

Candidates must forward their CV and cover letter via email to:

McGill University Health Centre Foundation  
700-5100 de Maisonneuve Blvd. West  
Montreal, QC H4A 3T2  
Attn: Elizabeth To  
[Elizabeth.to@muhc.mcgill.ca](mailto:Elizabeth.to@muhc.mcgill.ca)