



Position:	Development Officer, Community Engagement and Events Fundraising
Employment status:	Permanent position (35 hours per week)
Location:	Glen Site and Lachine Hospital Site of the MUHC (hybrid)

An important member in our high-performing team of Development professionals, the Development Officer, Community Giving will be reporting to the Associate Director, Development. Supporting the Associate Director, the Development Officer will help secure sponsorships for events and matching donations for key fundraising initiatives such as thematic months or campaigns. The Development Officer will also motivate individual volunteers for large grassroots events to ensure successful fundraising.

The incumbent will have good knowledge of fundraising principles and donor development processes with expertise and success in securing new sponsorships and working for high-volume and grassroots initiatives such as sporting events or fundraising challenges. A collaborative bilingual team player, they will have experience in managing numerous priorities and problem solving in a fast-paced, dynamic and multi-stakeholder environment. With strong business development and a proven-track in volunteer management, the Development Officer will bring successful events and campaigns to new heights, engaging the community in the success of the MUHC.

KEY AREAS OF RESPONSIBILITY

Event Fundraising

- Secure sponsorships and corporate support for signature events such as, but not limited to, Bal Rouge, the Lachine Hospital Foundation Gala, Rising Star in Medicine Gala and the Montreal Marathon;
- Secure and oversee corporate partnerships and major gifts, including matching donations for key annual & digital campaigns such as, but not limited to, World Cancer Day, World Heart Month and Women's Research Month;
- Recruit and motivate fundraising volunteers for grassroots events such as the Montreal Marathon and thematic months such as Women's Health Research Month;
- Assist fundraising volunteers wishing to mobilize their networks to donate using online personal fundraising pages, letters, emails and social media;
- Work with the annual & digital and stewardship teams to develop strong donor pipeline, growth, retention and engagement;
- Adhere to the AFP and Imagine Canada code of ethical standards
- Please note that the above responsibilities are not exhaustive, and may evolve based on organizational needs.

QUALIFICATIONS AND CHARACTERISTICS:

- Experience in fundraising;
- Knowledge of fundraising principles and processes;



- Demonstrated ability and success in securing sponsorships;
- Experience in motivating volunteers;
- Superior interpersonal skills to motivate and engage stakeholders both internally and externally;
- Ability to connect and maintain a broad range of relationships and to inspire staff and colleagues to work collaboratively in achieving goals;
- Excellent problem-solving skills, business acumen, strategic aptitude, and sound judgment;
- Ability to work and lead a team in both English and French (written and oral);
- University Diploma in a relevant field or an equivalent combination of work experience and education;

APPLICATION PROCESS:

We appreciate your interest in the MUHC Foundation. All applications will be reviewed, and only those selected for an interview will be contacted.

To apply, please send your CV and cover letter via email to:

Fabien Mathieu: fabien.mathieu@muhc.mcgill.ca