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

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- An important member in our high-performing team of Development professionals, the Development Officer, Major Gifts will be reporting to the Director of Major Gifts. The Development Officer is responsible for the cultivation, solicitation, and stewardship of an assigned portfolio of donors through personal and small group personal visits and insider experiences, strategic communications through all mediums, and personalization of outreach with the primary goals of retaining these donors in our community.
- The incumbent will have good knowledge of fundraising principles and donor development processes with expertise and success in securing new donors and new donations from existing donors. A collaborative bilingual team player, they will have experience in managing numerous fundraising priorities 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 engage our community of major donors in the success of the MUHC.

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## KEY AREAS OF RESPONSIBILITY

- Manage and grow a portfolio of 120-150 major gift donors individually or with colleagues, cultivating long-term relationships through personalized engagement strategies to secure significant philanthropic support for MUHC priorities.
- Lead all stages of the major gift cycle, including prospect research, strategy development, solicitation, and stewardship.
- Collaborate closely with physicians, researchers, senior leadership, and volunteers to match donor interests with high-impact funding opportunities across the MUHC.
- Collaborate with the senior writer to develop donor-centered proposals aligned with the Foundation's fundraising campaigns, clinical priorities, and research initiatives.
- Track donor activity and outcomes accurately, maintaining detailed records in Raiser's Edge and contributing to revenue forecasting, reporting, and fundraising strategy refinement.
- Assist fundraising volunteers wishing to mobilize their networks;
- 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 major gifts and 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;
- 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:

Sarah Stack: [sarah.stack@muhc.mcgill.ca](mailto:sarah.stack@muhc.mcgill.ca)