Fondation du Centre universitaire de santé McGill

McGill University Health Centre Foundation

Position:	Director, Individual Giving
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 Director, Individual Giving will be reporting to the Vice-president, Development. The Director, Individual Giving is responsible for the cultivation, solicitation, and stewardship of over 14,000 annual donors and 1,000 mid-level donors through strategic, multi-channel communications, insider experiences and personalization of outreach with the primary goals of retaining these donors in our community. The Director, Individual Giving also manages an assigned portfolio of mid-level donors. The Director, Individual Giving will also be the main point-person for the Women's Health Circle volunteers and be responsible for building and executing cultivation, solicitation and stewardship strategies for donors.

The incumbent will have good knowledge of fundraising principles and donor development processes with expertise and success in donor journeys, segmentation and donor relationship management. A collaborative bilingual team player, they will have experience working with and managing annual giving teams and mid-level gifts teams, and understanding numerous fundraising priorities, in a fast-paced, dynamic and multi-stakeholder environment. With a proven-track in program management and implementation of strategic plans, the incumbent will engage our community of mid-level donors in the success of the MUHC Foundation.

KEY AREAS OF RESPONSIBILITY

- Establish a strategy for all stages of the donor cycle for 1,000 mid-level donors, including identification, qualification, cultivation, solicitation (through mass mediums or individual approaches), and stewardship.
- Establish a strategy for all stages of the donor cycle for 14,000 annual donors, including identification, qualification, cultivation, solicitation (through mass mediums or individual approaches), and stewardship.
- Collaborate with the Manager, Annual Giving and the Senior Strategist, Annual Giving to implement and execute strategies for donor-centered solicitations for annual and mid-level donors.
- Collaborate with the Director, Donor Engagement to develop donor-centered cultivation and stewardship for annual and mid-level donors.
- Support a group of Women's Health Circle President and Vice-Presidents to enable their solicitations and establish proper stewardship strategies and engagement for the Women's Health Circle donors.
- Assist the Associate Director, Development to grow and engage the Lachine Hospital Foundation terrace initiative and other related initiatives.

- Manage and grow a portfolio of 250 mid-level donors individually or with colleagues, not currently included in mass medium solicitations, cultivating long-term relationships through personalized engagement strategies to secure support for MUHC priorities.
- Collaborate with the Director, Business Intelligence to refine identification processes, dashboards and reports.
- Collaborate closely with physicians, researchers, senior leadership, and volunteers to match donor interests with high-impact funding opportunities across the MUHC.
- Track donor activity and outcomes accurately, maintain detailed records in Raiser's Edge.
- Manage and adjust overall program strategy for donor 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 annual, mid-level or major gifts fundraising;
- 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:

Edith Bolduc: edith.bolduc@muhc.mcgill.ca