



Position available:	Director Corporate Giving
Organization:	McGill University Health Centre Foundation
Employment status:	Full time Permanent (35 hours per week)
Language:	Bilingual (English/French)
Location:	700-5100 de Maisonneuve Blvd. West, Montreal (Quebec)

In 2015, the McGill University Health Centre (MUHC) and Royal Victoria Hospital (RVH) Foundations partnered after the Royal Victoria Hospital moved to the state-of-the-art Glen site of the MUHC.

Since integrating our Boards of Directors and staff into a single team, we have strengthened our fundraising capacity and contributed record-breaking amounts to support the greatest needs of the Royal Victoria Hospital. To better reflect who we are and our mission, in 2018 we officially merged and we are now one united foundation under the banner of the McGill University Health Centre Foundation. We are focused on inspiring Montrealers to invest in patient care, research and teaching – so that the doctors and researchers of the MUHC can push the limits of what’s possible.

THE OPPORTUNITY

Reporting to the President, the Director of Corporate Giving is a contributor to the strategic direction and decision making at the McGill University Health Centre Foundation. The incumbent participates in the building of relationships with key corporate prospects and obtaining fundraising targets and financial objectives related to corporate donors. The Director will oversee the development and execution of strategic initiatives aimed at achieving financial targets in line with the annual campaign, major gifts goals and other programs or metrics as outlined from time to time. The incumbent plays a leadership role in major gift cultivation, solicitation and stewardship and provides professional support for high level volunteers in the area of corporate giving.

KEY AREAS OF RESPONSIBILITY

- Works closely with the President, to conceive, implement and manage a wide variety of corporate donors, both prospects and actuals
- Collaborates closely with local and provincial corporate leaders, as necessary, to foster relations resulting in the ability of the incumbent to reach established targets
- Build relationships with potential new corporate entities so as to assess feasibility and analysis of potential donor constituencies
- Supervises and manages any direct reports, as may be developed over time



- Create and present visual presentations, fluently in English and French, as may be required from time to time for both internal and external stakeholders
- Participates in the development of an annual budget with goals which are in line with current and future growth prospects of the Foundation
- Liaise with other departments and senior management, as necessary, to ensure the smooth flow of communication across the Foundation
- Executes specific assignments from the President as may be assigned at any given time

PERFORMANCE STANDARDS

- Maintaining and developing constructive relationships with physicians, auditors, hospital financial leadership, other foundation managers, and appropriate stakeholders
- Implementation of action plans, as may be required, to meet the needs of the Foundation
- Reach financial targets, as set from the President, from time to time
- Able to work within, and promote, a respectful and collaborative work environment

EXPERIENCE

- Minimum of 5 years of relevant experience in the field of fundraising as related to corporate donations
- Experience in the not-for-profit sector would be an asset
- Ability to work in French and English, both spoken and written
- Excellent organizational, communication and interpersonal skills
- Impeccable attention to detail, able to multitask and work under pressure in a fast paced environment and respect very strict deadlines
- Meticulous, discreet when dealing with confidential information
- Excellent knowledge of integrated financial and database systems would be an asset
- Excellent knowledge of computer software such as Word, Excel, PowerPoint, Adobe

Fondation
du Centre universitaire
de santé McGill



McGill University
Health Centre
Foundation

We thank you for your interest in the MUHC Foundation and all submitted applications will be considered, however only selected candidates will be contacted for interview purposes.

Candidates must forward their CV and cover letter via email before **May 17, 2019**.

McGill University Health Centre Foundation
700-5100 de Maisonneuve Blvd. West
Montreal, QC H4A 3T2
Attn: Sophie Picquot
sophie.picquot@muhc.mcgill.ca