



*Last Updated: November 2020*

## **Job Title**

# **Corporate Partnerships Officer**

## **Impact Statement**

Under the general direction of the Manager, Foundations and Corporate Partnerships, the Corporate Partnerships Officer develops, manages, and grows mid-level and major strategic relationships with new, existing and lapsed corporate donors. The Corporate Partnerships Officer will manage their own portfolio of corporate donors representing multiple fundraising channels such as corporate grants, employee and matching gifts, sponsorships and Cause Related Marketing. Daily functions will include regular cultivation and stewardship of corporate contacts, fulfilling benefits for corporate partnerships and collaborating with peers in overlapping areas of interest.

## **Key Responsibilities**

### **Corporate Donor Relationship Management**

- Manages a portfolio comprising of 50+ corporate donor partnerships and cause-related marketing partnership through engaging with existing corporate relationships, initiating new ones, and re-engaging lapsed donors, utilizing effective and appropriate stewardship techniques
- Builds appropriate strategies and creates the tools needed to initiate and cultivate these relationships crafting opportunities for restricted and multi-year giving
- Initiates and participates in donor meetings which may include, when appropriate, MSF Executive Director, other development team members, MSF field workers, and key staff
- In collaboration with the Foundation and Corporate Partnerships Team, produces Annual cultivation, solicitation and stewardship materials and strategies aimed at securing and acknowledging transformational major gifts and gifts from MSF Canada donors and prospects
- Collaborates in the development of communications content targeted to corporate donors and internal stakeholders including for web, emails, renewal and topic specific mailings, meetings and events
- Responsible for staying abreast of MSF and international news and for building a general overall knowledge of the organization, including regularly reading general MSF publications and attending office presentations and events, in order to understand and explain MSF programs and financial information.

### **Cultivating New Relationships**

- Works closely with the prospect researcher to identify new prospects and deepen knowledge of current portfolio
- Leverages existing professional corporate networks to garner introductions to new prospects or other philanthropic influencers
- Identifies, creates, promotes, and leads opportunities for expanding employee giving and engagement opportunities

- Collaborates with other departments on areas of overlap such as events, employee matching gift campaigns, employee engagement events, donor advised funds, as appropriate

### **Department Administration**

- Contributes to the development of the Foundations and Corporate Partnership unit's annual plan, designed to meet priority funding needs, effectively communicate about MSF field activities and advocacy efforts, and meets the needs, objectives, and policies of MSF
- Works with Foundations and Corporate Partnerships Coordinator to continue to improve systems to track donor information and history and maintain quality control
- Conducts routine data entry/review/analysis using donor database, keeping database current and accurate
- Collaborates with the Manager, Foundations and Corporate Partnerships on the implementation of team procedures related to incoming inquiries, donor tracking, cultivation and stewardship follow-ups and overall quality control
- Works with Foundations and Corporate Partnerships team to properly classify all Corporate donors to ensure that all donors are cultivated and solicited properly and effectively
- Attends regularly scheduled staff meetings, provides program updates and office-wide information sharing across all departments
- Responsible for maintaining the privacy of donors' personal and financial data.
- Other tasks as required

### **Core Competencies**

- Cross-Cultural Awareness (Level 3)
- Strategic Vision (Level 3)
- Results and Quality Orientation (Level 3)
- Planning and Organising (Level 3)
- Networking and Building Relationships (Level 3)

### **Knowledge and Experience**

- Corporate Partnership Relationship Management experience preferred with proven skills in working productively with corporate donors, marketing departments and Senior Level Management Corporate Contacts
- Demonstrated development experience, preferably in Foundations/Corporate Partnerships, Major Gifts, or with Multilateral/Bilateral funders
- Experience in all aspects of donor cultivation (research, writing, follow-up, and stewardship)
- Demonstrated experience with Microsoft Office programs (specifically Word, and Excel), fundraising databases, and conducting online research

### **Education, Certifications, and Languages**

- Bachelor's degree, or an equivalent combination of education and experience
- Excellent oral and written communication skills, including correspondence with stakeholders

### **Working Conditions**

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), some weekends and evenings may be required
- Flexible work hours and 'work-from-anywhere' options are available
- The office environment is open concept and workspace may be shared with office colleagues

- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, double monitor, task lamp, and telephone
- Work requires long hours sitting/standing in front of a computer/laptop screen
- COVID-19 restrictions require employee to have their own workspace, access to internet, laptop, and phone
- Must be able to travel as required for standard domestic and international business travel (donor meetings; off-site events; conferences)
- May be asked to travel to MSF field projects (if requested, the employee may be exposed to precarious settings under high security and/or very basic living conditions and outside weather conditions, as well as to infectious diseases)
- Regularly represents MSF programs and policies to senior representatives of foundations
- Within the MSF movement, interacts with all levels of employees, field volunteers, and Board members to stay abreast of MSF issues and to research topics, and to develop proposals and reports

**Additional Information**

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we are committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

**Job Information**

**Position Level:** Individual contributor

**Department:** Fundraising / Philanthropy Team

**Position Status:** Permanent

**Activity Rate:** 100%, 37.5 hours per week

**Location:** Toronto or Montreal

**Salary Grade:** Level C on the MSF Canada Salary Grid, \$65,530 per year

**Status:** Must be legally entitled to work in Canada

**Benefits:** Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D, LTD), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no matching required), starting 4 weeks' Vacation/year, flexible work hours, annual professional development budget, Employee and Family Assistance Program (EFAP), free access to internal Psychosocial Care Unit Services and a positive and innovative office culture grounded in our core values of humanity, integrity and results.