



Last Updated: October 2023

Job Title

Associate Director, Philanthropy

Impact Statement

Under the general leadership of the Director of Development, the Associate Director, Philanthropy, is responsible for the development and growth of the Philanthropy program at MSF Canada (all donors and family foundations giving \$5,000+). The Associate Director, Philanthropy will be critical to MSF Canada's future growth and ambitious fundraising plans. This position offers an opportunity to scale up each of our major gifts, planned giving and corporate and foundation revenue streams - significantly increasing the prospect and donor pool. It requires an equal focus on both building a program and on being an effective donor-facing fundraiser.

Through the support and leadership provided to the Philanthropy team, the Associate Director, Philanthropy develops, manages, and implements strategies to achieve the annual revenue targets of the Philanthropy program.

The Associate Director is also responsible for ensuring a full and active pipeline of major donors and prospects.

Key Responsibilities

- Oversee the implementation of the program strategy and annual plan for the Philanthropy team
- Provide leadership, guidance, advice, and support to the Philanthropy team
- Establish structures and procedures for the Philanthropy team, including developing and tracking metrics to evaluate performance
- Ensure consistency and continuity in the donor journey
- Collaborate with key team members on prospect research, donor communication material, reports, and proposals
- Keep abreast of industry trends, monitoring developments in the fundraising sector

Job-Specific Competencies

Strategic Planning

- Serve as a key department leader and strategic thought partner to the Director of Development, providing advice and counsel about the range of the department's activities. As a key member of the Fundraising Management team, play an important role in strategic and operational planning, budget development, goal setting, staff training and development, and other priorities as outlined by the Director
- Lead implementation of the Philanthropy strategy
- Lead the annual planning (AP) and review exercises of the Philanthropy program
- In collaboration with the Director of Development, define goals, objectives, and metrics including development of annual plans, strategies, and budgeting
- Oversee the implementation of the AP and follow up revenue and expenses of the program (according to the AP) and implement route correction when needed to achieve the goals
- As a member of the Fundraising Senior Leadership Team, you will:

- alongside the Director of Development assume joint responsibility for the delivery and strategic development of MSF Canada's Fundraising objectives
- serve as a key department leader and strategic thought partner to the Director of Development
- in support of the Director, play a leading role in developing and advancing a culture of philanthropy within the department and within MSF Canada. Serve as a model of MSF Canada's values in action and exhibit exemplary ethical behavior
- be ready to step in as acting Director of Development during for example vacation leave and work travel

Activities Management/Execution

- Lead the Philanthropy team to generate \$40M+ in annual revenue
- Under the guidance of the Director of Development, establish and manage policies, systems, and procedures for the Philanthropy program
- Develop strategic work plans, motivate talent, and guide staff in reaching their individual fundraising goals
- Advise and support the Planned Giving Manager, Foundations and Corporate Manager, and Major Giving Manager with portfolio development, cultivation, and solicitation strategies. Monitor progress and development and provide guidance and support as necessary
- Implement KPIs including such metrics as meetings requested, meetings scheduled, proposals sent, gifts secured, upgrade rates, multiyear commitments, and new gifts
- With input from the Prospect Researcher and in collaboration with the Planned Giving Manager, Foundations and Corporate Manager, and Major Giving Manager, leads the development of strategies for the cultivation and solicitation pipeline (prospects and donors) for all philanthropy donors
- Monitor and provide feedback on the donor research, stewardship materials, proposals, and support by the Prospect Researcher
- Personally manage a portfolio of individuals with five - or six-figure capacity to make investments in MSF Canada, including existing and prospective donors; securing renewals; and increasing donor support over time
- Work closely with the Director of Development to motivate, support, and appropriately leverage the contacts and involvement of the Executive Director, the Director of Development, the MSF Canada Board, and MSF field workers to engage with major donors and prospects
- Lead the Philanthropy team in identifying high level donors and prospects for meetings with key MSF representatives. Guarantee the proper briefings/materials are done/delivered to the Executive Director, the Director of Development and Board Members prior to their participation in meetings
- Play a leading role in developing and advancing a culture of Philanthropy within the department and within MSF Canada
- Participate in MSF International Major Donors Working Group, and contribute to all relevant international MSF Fundraising meetings

Management of People and Operations

- Lead and support the Philanthropy team, to achieve their goals, establishing trust, respect, recognition and mutual accountability in a high performance, inclusive and collaborative environment
- Directly manage 5 staff - the planned giving, the major giving and the corporate and foundations managers, the prospect researcher, and the philanthropy coordinator, including: communicating job expectations and fundraising goals; planning, monitoring, and appraising job performance; coaching employees; and developing and enforcing systems, policies, and productivity standards
- Oversee the talent management of the Direct Reports including identification of Human Resources (HR) needs, recruitment, performance empowerment, training, and development in collaboration with the HR department
- Ensure responsible use of resources, including accountability for budget, contracts, and suppliers, recommending new strategies, or drafting proposals in anticipation of future needs
- Attend MSF Canada staff meetings and presentations to participate in information sharing across all departments, and stay informed on important MSF operational and humanitarian topics

- Lead by example, inspire and motivate others, and foster a work environment founded on our core values of humanity, integrity, and results

Core Competencies

- **Commitment to MSF's Principles**; *Proficiency Level 1: Acts towards the fulfilment of MSF's social mission*
- **Cross-cultural Awareness**; *Proficiency Level 4: Develops actions which stimulate integrating behaviours*
- **Analytical Thinking**; *Proficiency Level 4: Makes complex plans and/or analyses*
- **Planning and Organising**; *Proficiency Level 4: Enables others to organize*
- **Strategic Vision**; *Proficiency Level 3: Plans actions geared towards achieving objectives*
- **People Management and Development**; *Proficiency Level 3: Works on the growth and development of team members*

Knowledge and Experience

- Senior professional management experience in the philanthropic sector
- Demonstrated experience in successfully leading a diverse team, enhancing motivation, development, and performance via constructive feedback
- Experience in external relationship management with extensive knowledge of volunteer management and donor cultivation and stewardship. Experience closing five - and six - figure gifts from first-time donors (not just renewals and upgrades)
- Demonstrated expertise in transforming Mid-Level Giving programs, not just achieving organic growth
- In-depth knowledge of corporate and foundation giving interests and trends
- Comfort working in an environment of consensus-based decision making and cross-disciplinary cooperation
- Excellent written and oral communication skills, including proficiency in public speaking and presentations
- Strong familiarity with major gifts fundraising techniques
- Exceptional interpersonal skills and ability to inspire confidence and trust in donors (high and very high net worth individuals)
- Working experience with a humanitarian aid organization, or knowledge of humanitarian aid programs
- Highly computer literate and familiar with fundraising software
- Rigorous and analytical thinking, able to balance the big picture and maintain necessary attention to detail.
- Ability to anticipate and resolve problems in a timely manner
- High level of tact and discretion and ability to deal with sensitive issues in a professional manner
- Deep, demonstrated commitment to the principles of diversity, equity, and inclusion

Education, Certifications, and Languages

- Equivalent of graduate degree or corresponding education, experience, certifications in marketing, communications or similar relevant area
- Fluency in English essential
- Candidates with fluency in French will be given additional consideration

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m. Eastern Time)
- Hybrid work model (40% in MSF Canada office and up to 60% work from home)
- Office environment is open concept and workspace is shared with colleagues
- Workstations consist of sit/stand desks, swivel chair, laptop with dock and double monitor
- Work requires long hours in front of a computer/laptop screen
- Domestic travel required (20 to 25%)
- International travel required (<10%)
- Interaction with donors/prospects and the public at large
- Highly demanding position with multiple priorities

- Periods of high stress and/or pressure

Job Information

Position Level: Executive

Department: Fundraising / Philanthropy

Position Status: Contract (10 months)

Activity Rate: 100% (37.5 hours per week)

Location: Toronto/ Montreal

Salary Grade: Level 18 on the MSF Canada Salary Grid, \$112, 176 per year (prorated to contract length)

Status: Must be legally authorized to work in Canada*

Benefits: Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D), 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), and a positive and innovative office culture grounded in our core values of humanity, integrity, and results. MSF Canada may offer relocation packages covering costs for temporary accommodation, food allowance, travel costs and movement of household goods up to one month's salary depending on where the candidate is relocating from.

**MSF Canada may assist a successful candidate in acquiring such status, including supporting a spouse/common law partner and/or child (unmarried and under 22) for dependent visa status. MSF Canada will work within its means to secure immigration status for a selected candidate. The success of an immigration application depends on many factors based on the Government of Canada's rules and standards. Neither the timing of an application, nor the ultimate outcome, can be guaranteed by MSF Canada or its outside immigration counsel.*

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're 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.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.