



Last updated: August 2024

## Job Title

# Manager, Foundations and Corporate Partnerships

## Impact Statement

The Manager of Foundations and Corporate Partnerships is responsible for the development and growth of this portfolio over the next five years (Corporate Partnerships, Workplace Giving, and Professional Foundations), while evaluating and reviewing the strategy and making changes when necessary. Managing a portfolio of existing partnerships, as well as cultivating new strategic partnerships and corporate giving programs and overseeing all stewardship and donor relations activities pertaining to our corporate partners that support MSF Canada.

## Key Responsibilities

- **Team Management** - Oversee and lead the Corporate Partnerships Officer, Foundations Officer, and Corporate and Foundations Coordinator; Foster a work environment founded on our core values of humanity, integrity, and results
- **Maximize growth opportunities** - Manage and grow existing portfolio; Lead in the development of strategies for prospect research, solicitation, stewardship and engagement; Lead all aspects of the development and submission of grant proposals; Initiate and develop new partnerships
- **Strategy and Planning** - Oversee the implementation of the Annual Plan (AP); Lead in the creation and implementation of Corporate and Foundation Partnerships portfolio strategy

## Job-Specific Competencies

### Strategic Planning and Annual Planning

- Define goals, objectives, and metrics including development of annual plans, strategies, and budgeting for Corporate and Foundation Partnerships portfolio
- Oversee the implementation of the Annual Plan (AP) and monitor revenue and expenses of the program (according to the AP) and propose route correction when needed to achieve the goals

### Activities & Operations Management

- Lead in the development of strategies for retention and acquisition through engagement, stewardship and prospecting strategies for the Corporate and Foundations giving program, securing department goals for the short- and long-term fundraising plans
- Design and implement reporting tools and facilitate regular forums to ensure the team stays on track with work plans, consistently meeting monthly and quarterly KPI's
- Oversee and deliver a long-term strategy of giving opportunities through multi-year commitments with a minimum giving potential of \$100,000+
- Manage an existing portfolio of Corporate Partnerships and Foundations
- Sustain, cultivate, reactivate, and identify where possible, increased funding potential from existing donors

- Initiate and develop new partnerships that are aligned with MSF values and principles, representing multiple fundraising channels such as corporate ESG strategies, employee engagement and workplace giving, and cause-related marketing programs.
- Lead all aspects of the development and submission of corporate and foundation grant proposals, content development, collaborating with colleagues at MSF Canada and across the MSF movement, developing high-quality and impactful reports and proposals for major corporate and foundation donors and prospects
- Facilitate meetings between donors and MSF representatives (including the Executive, Board members, international mobile staff returning from assignments and members of the MSF Canada Association)
- Develop additional entry points for existing corporate donors including employee giving, employee engagement and corporate fundraising events
- Lead 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
- Act as a senior representative of MSF within the community, attending key events and activities when needed and managing relationships with key stakeholders.
- Actively participate in the International Corporate Working Group and attend relevant international MSF fundraising meetings.
- Overseeing and monitoring gifts and gift administrative processes

### **People Management**

- Lead in the development of the Foundations and Corporate Officers and Coordinator to achieve their goals, establishing trust, respect, recognition and mutual accountability in a high performance, collaborative environment
- Ensure responsible use of resources, including accountability for budget, contracts, and suppliers, recommending new strategies, or drafting proposals in anticipation of future needs

### **Core Competencies**

- **A Commitment to MSF's Principles;** Proficiency Level 2: Acts towards the fulfilment of MSF's Social Mission
- **Cross-cultural Awareness;** Proficiency Level 3: Demonstrates an integrating attitude
- **Leadership;** Proficiency Level 3: Encourages, engages, and motivates people
- **People Management and Development;** Proficiency Level 3: Works on the growth and development of team members
- **Results and Quality Orientation;** Proficiency Level 3: Improves performance and sets ambitious and realistic goals
- **Service Orientation;** Proficiency Level 3: Anticipates clients' needs

### **Knowledge and Experience**

- Experience in major gift fundraising, relationship management and securing annual five-figure gifts from Foundations and Corporate partners
- Demonstrated understanding of the fund development process and moves management, particularly as it relates to Foundations and Corporations
- Experience in successfully leading a diverse team, enhancing motivation, development, and performance via constructive feedback

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

- Fluency in English

### **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, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor
- Some domestic and international travel may be required (10%)
- High levels of stress and/or pressure (particularly Q4 and Q1 of new year)
- Interaction with clients/donors and the public at large

## Job Information

**Position Level:** People Leader

**Department:** Fundraising / Philanthropy

**Position Status:** Temporary – 12 month contract, Maternity Leave

**Activity Rate:** 100 % of activity, # 37.5 hours per week

**Location:** Toronto/Montreal

**Salary Grade:** Level 16 on the MSF Canada Salary Grid, \$87,850.00 per year

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

**Benefits:** Starting 4 weeks' vacation/year, flexible work hours, Health Spending Account, group insurance (Life, Dependent Life, AD&D), 5% RRSP contributions (no employee contribution required), annual professional development budget, Employee and Family Assistance Program (EFAP), internal psycho-social resources, and a positive and innovative office culture grounded in our core values of humanity, integrity, and results.

## 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.