

Manager, Major and Corporate Giving

Impact Statement

The Manager of Major and Corporate Giving is responsible for the development and growth of this portfolio over the next five years (Major gifts, Corporate Partnership and workplace giving), while evaluating and reviewing the strategy and making changes when necessary. This role focuses heavily on the oversight of the Major gifts and Corporate Giving Donor Engagement Officers and their day-to-day implementation of fundraising and donor stewardship and engagement goals.

Key Responsibilities

- **Strategy and Planning** - Oversee the implementation of the Annual Plan (AP), Lead in the creation and implementation of Major and Corporate Giving program strategies
- **Management and execution** – Support and manage Major and Corporate Giving program policies, systems, and procedures
- **Team Management** - Oversee and lead the Major and Corporate Giving team; Foster a work environment founded on our core values of humanity, integrity, and results

Job-Specific Competencies

Strategic Oversight and People Management

- Support and manage the implementation of the Major and Corporate Giving program strategies
- Support and manage the implementation of the AP, track revenue and expenses of the program (according to the AP), manage revenue review exercises (3M, 6M, 12M) and implement route correction when needed to achieve goals
- Lead and support the Major and Corporate Giving team, which is comprised of 7 direct reports, located in Vancouver, Toronto, and Montreal, to achieve their goals, establishing trust, respect, recognition and mutual accountability in a high performance, inclusive and collaborative environment
- 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. This will be supported by HRBP.
- 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, debates, 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

Activities Management/Execution

- Supporting the Senior Manager, Philanthropy, manage policies, systems, and procedures for the Major and Corporate Giving program
- Support and manage the Major Gifts and Corporate Coordinators who lead gift processing, including

centralized, live document spreadsheets to record all cheques, wire transfers, online gifts and stock and securities.

- Support the team of Donor Engagement Officers with portfolio development, cultivation, and solicitation strategies
- Develop and oversee the implementation of the Major and Corporate Giving stewardship plan
- Support and manage the development of strategies for prospect research and solicitation strategies, and oversee prospect research and analysis of the Major and Corporate Giving Program
- Support the Senior Manager of Philanthropy and Director of Development with managing a select portfolio of top donor relationships

Core Competencies

- **A Commitment to MSF's Principles;** Proficient 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

- Extensive experience in people management and successfully leading a diverse team, enhancing motivation, development, and performance via constructive feedback
- Experience in major gift and corporate fundraising, relationship management and securing annual five-figure gifts from Foundations and Corporate partners

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 (10 months contract)

Activity Rate: 100 % (37.5 hours per week)

Location: Toronto

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.