

Société Alzheimer *Society*

M O N T R É A L

DIRECTOR, PHILANTHROPY AND PARTNERSHIP DEVELOPMENT

Status : Full-time
Immediate supervisor : Executive Director
Start date : Immediately

Mission

The mission of the Alzheimer Society of Montreal is to alleviate the social and personal consequences of Alzheimer's disease and related disorders through the development and delivery of leading-edge intervention, care and support services in Montreal.

Description

As the person responsible for philanthropic development and partnerships, the Director reports to the Executive Director of the Alzheimer Society of Montreal. In this position, the Director designs and implements strategies for soliciting current and potential donors to collect funds, builds loyalty and coordinates philanthropic activities. The Director will significantly increase the number of donors, average and major donations including planned giving, while maintaining superior performance of corporate sponsorships and the development of the various services, making it possible for the Society to achieve its mission.

Responsibilities

The Director works closely and supports the Executive Director in her philanthropic development functions and works in conjunction with the Quebec Federation of Alzheimer Societies and its stakeholders. The Director is accountable for the development of a strategy for major donations and planned giving, while working with team members to develop a community of donors, partners, volunteers and other stakeholders, which is committed to the mission of the Society.

In this role, the Director will have the following strategic responsibilities:

- Design, plan and supervise activities aimed at the proactive and efficient collection of donations;
- Plan, monitor and improve the annual philanthropic plan;
- Develop and maintain a program to identify, solicit and retain new donors;
- Solicit potential individual and corporate donors to achieve the Society's philanthropic objectives;
- Develop case for donation pitches that are relevant to each group of potential donors;
- Draft and maintain documents in support of solicitation and retention of donors (proposals and requests for funding, activity reports, etc.);
- Effectively coordinate the operations and strategies of the Board's Philanthropy Committee;

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- Develop sponsorship and visibility plans for each project and conduct sponsorship research;
- Develop promising partnerships for the Society by adopting a sustainable and win-win strategy for each, able to retain the various stakeholders;
- Collaborate with members of the Society's team to coordinate strategies and tactics with various partners and clients; and
- Maintain ongoing relationships with representatives of the philanthropic community to keep abreast of trends and innovation in the field.

Profile

- Result-oriented, accustomed to working under pressure, coaching , strategic, proactive;
- Solution-oriented, autonomous, highly organized;
- Strong oral and written communication skills;
- Interpersonal skills, mobilization and a strong capability to interact with people, volunteers, partners and donors;
- High level of service to customers; flexibility in approach to work;
- Bachelor's degree in marketing, human relations, philanthropy, project management or in any other relevant field
- Certificate in Philanthropic Management or other Philanthropic Training Certificate (an advantage) ;
- Minimum of five (5) years experience in partnership development, funding development or other relevant experiences;
- Knowledge of the philanthropic community and its main actors with a demonstrated aptitude to create a network of dedicated donors and volunteers;
- Fluently bilingual (French and English);
- Basic knowledge of database software (e.g. PRODON)

Benefits

- Salary : according to experience and aligned with current market rates
- Training and development programme

Interested persons are asked to submit their CV and covering letter to info@alzheimermontreal.ca. Only selected candidates will be called for an interview.