



The McCord Museum celebrates our past and present lives – Our history, our people, and our stories. A Museum that mirrors a city open to the world, the McCord is an intelligent Museum that connects individuals with cultures and communities, offering a current take on today's issues. Contemporary and interactive, the McCord encourages us to reflect upon the past while engaging with the present.

The McCord Museum Foundation is seeking an
Officer, Annual Campaign and Donor Relations
Reference Number: 201614E

The **McCord Museum's Foundation** is responsible for securing and increasing funding and stewardship from public and private sectors for the Museum's long-range development, ongoing programs and operations. Poised for significant growth in the next few years, the McCord Museum is working to create a new public destination in Montreal, to advance public interest in Montréal's and Canada's history and ethnology. The Foundation manages strategies and initiatives such as planned and major gift programs, foundation grant solicitation, individual giving programs, and special events.

Reporting to the Executive Director of the McCord Museum Foundation, the Officer, Annual Campaign and Donor Relations is responsible for managing the various activities of the annual fundraising campaign (among which the Young McCord Council's initiatives) including building relationships with donors.

Responsibilities and Duties

- Plan, manage and monitor the different activities of the annual fundraising campaign:
 - Write the communication brief
 - Supervise the creative development, production and printing of various communication pieces with internal and external teams
 - Write solicitation and thank-you letters (Board)
 - Establish and manage mailing criteria for the database
 - Help select external suppliers
 - Ensure that all the activities of the annual fundraising campaign are completed on time and on budget
 - Conduct follow-ups (e-mail, telephone calls, letters or others)
 - Enter and update data in the Eudonet computerized database and generate various reports for the Campaign
 - Produce tax receipts and donor recognition letters for the Campaign
 - Solicit donors; build and maintain good relationships with them
 - Reconcile gift entries with the Museum's Accounting Department
 - Serve as central liaison between the Foundation and the Young McCord Council for all its initiatives (ex.: crowdfunding campaign, meetings, etc.)
 - Archive the Campaign's generic and personalized communication tools (requests, agreements, correspondence, creative work, etc.) in accordance with established procedures
 - Follow up with donors and respond to their requests
- Provide administrative support in relation with the above mentioned duties

Employment Conditions

- Full-time position; employment to start in September 2016; occasional work on evenings and weekends
- Salary commensurate with experience and generous benefits package

Qualifications

- Bachelor's degree in Administration or related field; undergraduate level in Philanthropic Management would be an asset
- Minimum of three (3) years' experience in philanthropy, and in particular, soliciting donors, preferably in a cultural institution
- Fluency in English and French (written and spoken)
- Good knowledge of MS Office applications and Windows environment
- Proficiency with computerized databases, with Eudonet would be an asset
- Organizational skills, sense of responsibility, autonomy and analytical ability
- People skills, focus on customer service and high degree of discretion (working with private information)
- Ability to establish excellent interpersonal relationships with donors, volunteers, suppliers and colleagues
- Interest in culture and heritage

Applications for the position will be accepted until **August 22, 2016 (Ref. No.: 201614E)**. Please provide **1) Letter of intent 2) Curriculum vitae 3) Salary expectations** and forward to:

Human Resources Department

By e-mail (preferably): rh.mccord@mccord-stewart.ca or by mail: 2175 Victoria Street, Montreal, QC H3A 2A3

**For details on the McCord Museum, please consult the McCord website: www.mccord-museum.qc.ca/en/
Although we thank all applicants for their interest, only selected candidates will be called for an interview.**