



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.

We are seeking a  
**Philanthropy Development Coordinator**  
Reference Number: 201703E

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. 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 Philanthropy Coordinator contributes to the sound day-to-day management of the Foundation's activities (including special projects): recognition activities, external communications, research on the philanthropy industry and prospects, etc. He also provides administrative support for the Foundation's regular activities.

#### **Responsibilities and Duties**

- Coordinate and manage various recognition events (President's Dinner, Curators' Cocktail) and potentially one-time fundraising events:
  - Ensure that all the activities are completed on time and on budget
  - Find and manage external suppliers
  - Seek sponsorships (cash and in-kind)
  - Coordinate communication activities: write the communication brief, supervise the creative development, production and printing of various communication pieces with internal and external teams, write texts and recognition letters, establish and manage mailing criteria for the database, etc.
  - Follow up on invitations and reminders
  - Conduct post-mortem analysis of events
- In collaboration with the Executive Director, develop and implement donor recognition tools
- Write and monitor communication tools for the Foundation (website, newsletter, annual report, donor newsletter, etc.)
- Provide administrative support for special projects (solicitation and recognition letters, tax receipts, etc.)
- Provide administrative support for the Sugar Ball Committee, Young McCord and major donations (Eudonet entries, tax receipts, etc.)
- Carry out research on the philanthropy industry, prospects and donors
- Assist the team in the preparation of research and presentation documents for the Major Fundraising Campaign
- Archive generic and personalized communication tools (requests, agreements, correspondence, etc.) in accordance with established procedures, including Eudonet
- Maintain good relationships with donors and volunteers
- Reply to general requests (telephone, e-mail)

#### **Employment Conditions**

- Full-time position; employment to start in March 2017; occasional work on evenings and weekends
- Salary commensurate with experience and generous benefits package

#### **Qualifications**

- College diploma in Administration or related field; undergraduate level in Philanthropic Management an asset
- Minimum of two (2) years' experience in philanthropy, preferably in a cultural institution
- Fluency in English and French (written and spoken)
- Excellent writing skills in both languages
- Good knowledge of MS Office applications and Windows environment
- Proficiency with computerized databases, with Eudonet would be an asset
- Ability to strategically use social media
- Rigour and ethics
- 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 **March 6, 2017 (Ref. No.: 201703E)**. 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](mailto: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/](http://www.mccord-museum.qc.ca/en/)  
Although we thank all applicants for their interest, only selected candidates will be called for an interview.