



The McCord Museum is the museum of all Montrealers, a social history museum that celebrates life in Montreal, both past and present—its history, its people, and its communities. Open to the city and the world, the Museum presents exciting exhibitions, educational programming and cultural activities that offer a contemporary perspective on history, engaging visitors from Montreal, Canada and beyond. It is home to over 1.5 million artefacts, that make up one of the largest historical collections in North America, comprising Dress, Fashion and Textiles, Photography, Indigenous Cultures, Paintings, Prints and Drawings, Decorative Arts, and Textual Archives. McCord Museum: Our People, Our Stories.

The McCord Museum's Foundation seeks dynamic and resourceful professionals to fulfil its mandate of bringing Canadian history to the regional, national and international stage.

We are seeking a  
*Officer, Planned Giving and Major Gifts*  
Reference Number: 201816E

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.

Under the supervision of the Executive Director of the McCord Museum Foundation, the incumbent is responsible for overseeing all activities related to major and planned donations.

#### **Responsibilities and Duties**

- Control the strategic issues of the Museum and its priorities in order to develop partnership programs that are related to them, both with prospects and current donors (individual, companies and foundations);
- Develop in conjunction with the Executive Director, the action plan required to solicit existing and new donors, renew existing partnerships, and encourage planned donations;
- Assist the Executive Director with the implementation of fundraising campaigns that require major donations for specific projects such as exhibitions, conservation, fund creation, etc.;
- Recruit and coordinate a group of volunteers set up to carry out solicitation and seek efforts;
- Prepare presentations and documents for Board Members, Museum Management, Volunteers and Donors;
- Coordinate and follow up on various pre- and post-meeting initiatives with prospects and donors (activity report, logistics, reminders, etc.);
- Perform data entry and updates into the Eudonet computer system and generate reports;
- Develop and participate in the Prospecting, Recognition and Appreciation events of the McCord Foundation and Museum;
- Carry out research on the industry, prospects and donors;
- Maintain good interpersonal relationships with donors and volunteers, responding to their queries;
- Follow up with donors and encourage support for the Museum;
- Provide administrative support related with the above tasks;
- Archive generic and personalized tools (requests, agreements, correspondence, etc.) according to established methods.

#### **Employment Conditions**

- Regular and full-time position; employment to start in July 2018; occasional work on evenings and weekends;
- Salary commensurate with experience and generous benefits package.

#### **Qualifications**

- Bachelor in Administration; undergraduate level in Philanthropic Management an asset;
- Minimum of three (3) years' experience in a similar position, preferably in a cultural institution;
- Fluency in English and French (written and spoken);
- Excellent writing skills in both languages;
- Good ability to communicate and convince;
- Good knowledge of MS Office applications and Windows environment;
- Very good knowledge of database systems (experience with Eudonet is an asset);
- 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 colleagues and suppliers;
- Interest in culture and heritage.

Applications for the position will be accepted until **June 21, 2018 (Ref.: #201816E)**. Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae**  
Forward to the Human Resources Department by e-mail: [rh.mccord@mccord-stewart.ca](mailto:rh.mccord@mccord-stewart.ca)

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.