



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Development Manager (Quebec)

(Permanent; Full-time; based in Montreal)

Reporting to the Director, Development (Major Gifts), the Development Manager works as an integral part of the Development team to build and maintain new/existing high value relationships with individuals, corporations, foundations and community groups. This individual works to develop and implement strategies to build long term success and growth.

The Development Manager will collaborate with the Development team to build and implement a cohesive development strategy in Quebec, and the surrounding region, to meet the overall fiscal and strategic plan revenue goals. The incumbent will identify new individual donors and corporate partners and cultivate, solicit and steward new and existing donors/partners to raise individual gifts at the major donor level (\$10,000+) and corporate gifts at the \$25,000+ level. This role will also support intermediate level donors as required and develop and maintain the QC planned giving portfolio in alignment with UNICEF Canada's national Legacy program.

With a specific focus on revenue generation and partnership development, the Manager's personal annual fundraising target is in excess of \$800,000 while supporting overall activities and goals for the Development team.



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The responsibilities of the position will include:

Revenue Generation (70%)

- Manage a portfolio of major donor relationships, including prospects and donors in identification, cultivation, solicitation and stewardship.
- Develop personalized strategies and plans for prospects and donors as part of a moves management process and resulting in philanthropic, major gift investments with UNICEF Canada.
- Migrate or integrate stakeholders from other key development areas within UNICEF Canada (Corporate and Community Engagement) as appropriate as part of a prospect identification strategy.
- Ensure the development and support of the legacy program in the QC market.
- Establish positive and ongoing relationship with legacy donors and legacy prospects through face to face meetings and correspondence.
- Build a robust corporate and community prospect pipeline to support the cultivation and solicitation activities for new business development
- Be proactive in building new partnerships within the corporate and community portfolio to grow revenue
- Lead, manage and grow relationships with major-donor schools in support of National UNICEF Day
- Represent UNICEF at community and school-based fundraising events as required and engage student, teachers and community stakeholders to support UNICEF's mission

Program Management (15%)

- Provide input on fundraising strategy as an integral part of the Development Team to help achieve organizational goals
- Through regular meetings with the major donor team, monitor records of major donors and major donor prospects and ensure programs, materials and strategies are suitable for the Quebec market.
- Act as first point of contact for Quebec-based legacy donors.
- Be able to respond to general donor inquiries about the Legacy Giving, Major Donor, Corporate and Community programs.



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- Work with other staff (International Programs, Loyalty and Acquisition, Communications and Marketing, Research and Legacy Giving) and volunteer leadership to ensure the availability of appropriate cultivation and stewardship tools.
- Actively attend events, conferences, promotions, or activities to build on networking opportunities for prospecting and cultivation.

Planning & Administration (15%)

- Contribute to the development and implementation of the annual operating plans and fundraising strategy.
- Develop, adapt and implement strong stewardship tools/ approaches to ensure partners are engaged with UNICEF on an on-going basis
- Maintain an up-to-date and deep knowledge of UNICEF's work, leadership and projects for discussion with donors and prospects.
- Track and maintain current donor and estate records with identified legacy gifts to UNICEF.
- Ensure that the Raisers Edge database is kept updated with accurate information for weekly reporting.
- Contribute to the development and management of critical paths for resource development and operational processes for fundraising campaigns.

The ideal candidate will have:

- University degree with a focus in fundraising, sales, or other applicable disciplines
- 5+ years of relevant experience within the full fundraising cycle (identification, cultivation solicitation and stewardship) with a proven track record of closing gifts at the \$10,000+ level
- Proven experience managing a portfolio of corporate and major donors; meeting and exceeding individual targets by developing and executive strategies for increasing giving levels
- Fluently bilingual with superior verbal and written communication skills, including public speaking, in French and English
- Experience with Raiser's Edge
- Excellent computer skills (Microsoft Office)
- Strategic, resourceful, cost-efficient and intuitively driven
- Ability to build new and long-term relationships with prospects, donors and volunteers



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- Proven experience working with stakeholders at all levels of the community, including committee and board members
- Ability to think strategically and work independently in driving new initiatives and enhancing existing programs; resourceful, cost-efficient
- Organized, detail-oriented, with strong follow through
- Able to work in a fast paced environment, prioritize and multi-task
- Able to convey passion and share the scope of UNICEF's leadership in the field

For consideration, please submit your resume and cover letter to careers@unicef.ca by **November 26, 2018**. Please attach your cover letter (including salary expectations) and resume as one document and reference "**Development Manager (Quebec)**" clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



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