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FOR MORE INFORMATION

KCI (Ketchum Canada Inc.) has been retained to conduct this search on behalf of UNICEF. For more information about this leadership opportunity, please contact **Sylvie Battisti, Vice President Search + Talent** or **Ayesha Mayan, Senior Search Consultant** at UNICEFQC@kcitalent.com.

All inquiries and applications will be held in strict confidence.

To apply, please send resume and letter of interest to the email address above by **April 26, 2019**.

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 provided the applicant has met the requirements for the position.

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

Development Manager (Quebec)

UNICEF Canada is a leading humanitarian organization dedicated to helping children around the world survive, thrive and reach their full potential. As we grow our fundraising team across Canada to support this vital mission, we seek a new **Development Manager (Quebec)** to lead our major gifts fundraising efforts in the Greater Montreal area.

The Development Manager will be part of a dynamic, mission-driven, supportive national team of fundraising experts. Reporting to the Senior Director, Development (Major Gifts) in Toronto, this role is responsible for identifying, cultivating, soliciting and maintaining high value relationships with individuals and corporations located in Quebec. The Development Manager will work closely with the major gifts fundraising team members, the legacy team and the corporate fundraising team to identify, engage and secure donors to meet the fiscal revenue goals in a manner consistent with UNICEF Canada's mission and vision.



With a focus on identifying, engaging, and recruiting donors for continued growth of the Quebec major giving prospect pipeline (individual gifts of \$10,000+ and corporate gifts of \$25,000+), this role will also manage the renewal, stewardship, and continued engagement of the current donor pool, with annual revenue targets of \$800,000. This role is responsible for supporting the growth of the corporate partnership portfolio in Quebec, and is the main point of contact for legacy donors in the Francophone community. The Development Manager will also work with community volunteers, as well as key volunteers involved in campus clubs and third party events, so bilingualism is essential.

The Development Manager will be based in the Montreal office, supported by UNICEF colleagues in Toronto and other key cities, and will be expected to travel within Quebec and Eastern Canada as needed.

ABOUT UNICEF

UNICEF is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, it works day in and day out to help children survive, defend their rights, and keep them protected, healthy and educated. To give them a fair chance to fulfil their potential.



UNICEF Canada was founded in 1955, and is one of 33 National Committees located in countries around the world. Its team exists to fundraise for UNICEF's highest priorities, and to work neutrally with governments and the private sector in Canada and internationally to advance the rights and well-being of children and youth. Our main office is located in Toronto, Ontario.

UNICEF was the world's first international organization for children, established by the United Nations General Assembly on December 11, 1946. Until 1953, its name was an acronym for "United Nations International Children's Emergency Fund," because UNICEF's very first mandate was to meet the urgent needs of children after World War II.

In 1953, UNICEF became a permanent part of the UN family of organizations, broadening its mandate to address the long-term needs of children around the world. Although the words "International" and "Emergency" were no longer in the official name, 'UNICEF' was retained as an acronym.

About Fundraising at UNICEF Canada

UNICEF's mission has always been for children first – regardless of race, religion or politics. UNICEF Canada has always relied on voluntary contributions, and is funded entirely by donations from generous Canadians. Because of the generosity of its donors, UNICEF is able to reach and help millions of children around the world.

Last year UNICEF Canada's major gift team raised \$5 million. This year, the goal is to grow to \$6 million. Priority projects include:



- **UNdaunted Campaign** - With a permanent mandate from the United Nations to guard the rights of all children, UNICEF strives to ensure that girls and boys, wherever they live and whatever their circumstance, have the opportunity to realize their full potential.

This is why UNICEF Canada has launched UNdaunted, an opportunity to come together in support of girls' education – the most sustainable and effective way to reduce poverty and strengthen communities. A \$20 million investment in sub-Saharan Africa has the potential to generate a \$100 million return. By investing in girls' education, inequities can be addressed and directly influence outcomes for girls, for their communities and for future generations.

- **Women UNlimited** - What do you get when you engage a dynamic group of female leaders and philanthropists with the work of UNICEF – which has saved more children’s lives than any other organization? The power of women to lead and make a lasting difference for children in some of the world’s toughest places.

Women UNlimited is an exclusive circle of women who are committed to creating maximum impact for children. This exciting four-year donor journey focused on education projects on three different continents, following the success of The 25th Team, Women Unlimited participants learn from global experts, travel to see the direct impact of their investment, and have the opportunity to influence and advocate for sustainable change.

Working at UNICEF Canada

For two years in a row, UNICEF Canada has been a recipient of the **Nonprofit Employer of Choice** award.



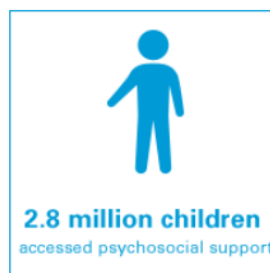
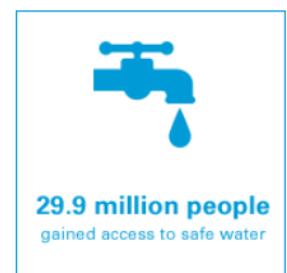
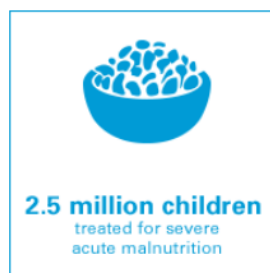
**Canadian Nonprofit
Employer of Choice™ Award**
A Hilborn:ECS service

One team member shared that UNICEF *“has a strong mission that inspires employees to go above and beyond, with a focus on empowering the people our charity serves, while balancing that with making our donors feel a part of that action and advocacy. They support professional development, while being very accommodating to non-work life events.”*

Another remarked: *“Working at UNICEF, knowing the global reach and impact my work has fuels my passion to do my best. It helps even more to be working with great people that genuinely care about each other.”*

ADDITIONAL INFORMATION

- Website:
<https://www.unicef.ca/en>
- Our Work:
<https://www.unicef.ca/en/our-work>
- 2017 Annual Report:
<https://www.unicef.ca/AnnualReport-2017>
- 2017 Financial statements:
<https://www.unicef.ca/Financial-Statements>
- Women Deliver Conference:
<https://wd2019.org>



THE IDEAL CANDIDATE

To be successful in this role, the ideal incumbent will possess the following traits:

- Collaborative and engaging; a pro-active communicator who is an excellent listener, sharing, open, and honest.
- Ability to think strategically and work independently in driving fundraising initiatives and existing programs
- Mission driven; a passion for international development work and human rights, paired with the true understanding that it takes funding to achieve ambitious goals.
- High emotional intelligence and the ability to relate to many different groups.
- A strong understanding of the local philanthropic culture
- Independent and a self-starter.
- Roll-up-your sleeves and action-oriented
- Resourceful and cost-efficient approach
- A positive attitude, flexible and adaptable to change
- Able to work in a fast paced environment
- Organized, detailed oriented, with strong follow through
- Strong ability to juggle multiple timelines, projects, and prospects.

KEY DUTIES & RESPONSIBILITIES

Pipeline Development and Prospecting (30%)

- Create opportunities to engage colleagues, volunteers and other key stakeholders from other areas within UNICEF Canada (Corporate and Community Engagement) in the prospect identification process to help identify a wide range of new prospects in Quebec
- Qualify and manage a portfolio of new major donor prospects as identified through research, volunteer identification, signature and cultivation events and additional sources that have the ability and affinity to give to UNICEF Canada
- Identify new communities and sectors with major donor potential and develop and foster links within those communities
- Identify and engage appropriate stakeholders to help connect with and qualify new potential individual and corporate donors in the Quebec region

Donor Cultivation, Solicitation and Stewardship (40%)

- Manage the relationship with all major donors in Quebec (individual and corporate), with a focus on renewing, stewarding and deepening the engagement of current donors through in person one-to-one meetings, and other highly personalized communications and outreach
- Develop personalized strategies and action plans for current and newly identified high-value prospects, taking a strategic moves management approach to help secure philanthropic participation in one of UNICEF Canada's fundraising initiatives including the Undaunted Campaign or Women Unlimited
- Ensure the ongoing development and support of the legacy program in the Quebec and Canadian Francophone market, by establishing positive and ongoing relationships with legacy donors and prospects through in-person meetings and highly customized communications
- Create and carry out proactive strategies to build new partnerships within the corporate and community portfolio, with a focus on impact through collaboration
- Develop, adapt and implement unique and strategic stewardship activities to ensure donors and corporate partners are engaged with UNICEF on an on-going basis

- Lead, manage and grow relationships with major-donor schools in support of National UNICEF Day
- Represent UNICEF at community and school-based fundraising events and implement strategies to engage students, teachers and community stakeholders in supporting 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 and update records of major donors and prospects and ensure programs, materials and strategies are suitable for the Quebec market
- Manage and respond to all general donor inquiries about the Legacy Giving, Major Donor, Corporate and Community programs in Quebec and Francophone Canada
- Work with key UNICEF colleagues (International Programs, Loyalty and Acquisition, Communications and Marketing, Research and Legacy Giving) and volunteer leadership to ensure the availability of appropriate cultivation and solicitation communication materials and tools
- Actively attend appropriate events, conferences, promotions, and other activities that build on networking opportunities for prospecting and cultivation

Planning & Administration (15%)

- Support the Senior Director, Development in the execution of relevant sections for the multi-year UNICEF global Joint Strategic Plan (JSP) and the Annual Operating Plan (AOP) for the team, and ensure integration across the organization
- Support the development and execution of organizational priority campaigns and initiatives
- 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 and commitments to UNICEF
- Ensure that the Raisers Edge database is kept updated with accurate information on major donors and new prospects (individual, corporate and legacy) for weekly reporting
- Contribute to the development and management of critical paths for resource development and operational processes for fundraising campaigns
- Undertake travel and attend UNICEF fundraising events, as required



QUALIFICATIONS & COMPETENCIES

- Significant relevant experience within a fundraising environment with at least 3 years within the full fundraising cycle (identification, cultivation, solicitation and stewardship) with a proven track record of closing gifts at the \$10,000+ level)
- Excellent relationship building and management skills, both internally and externally

- Demonstrated experience in growing a prospect pipeline through networking, research, and stakeholder and volunteer engagement
- Able to work independently and also proactively engage in a collaborative and team-based approach regardless of working remotely from other fundraising colleagues
- High level of comfort working with stakeholders at all levels of the community, including committee and board members
- Fluently bilingual with superior verbal and written communication skills, including public speaking, in French and English
- Experience with Raiser's Edge or similar relational database(s) and donor database report tracking to ensure appropriate prospect/donor documentation
- Excellent computer skills in the Microsoft Office suite, including Word, PowerPoint and Excel
- A post-secondary degree or diploma in a relevant field
- Able to convey passion and share the scope of UNICEF's leadership in the field
- Flexible hours will be required to accommodate travel and meetings
- Ability to travel nationally – a valid driver's license and fulfilling health and security protocols are required



BIOGRAPHY

David Morley President & CEO



David Morley is the President and CEO of UNICEF Canada, a leading humanitarian organization dedicated to helping children around the world survive, thrive and reach their full potential.

A prolific international speaker, commentator, human rights advocate and mobilizer, David has more than thirty years of experience advancing children's rights and sustainable development on the world stage.

David is a passionate voice for the world's most vulnerable citizens, who has dedicated his career to improving the lives of children and communities in Canada and around the world.

In his current capacity at UNICEF Canada, David is responsible for leading the growth of the organization, shaping strategies to advance its mission with supporters and key stakeholders and providing the strategic vision and leadership necessary to deliver its mandate.

Under David's leadership, UNICEF Canada has played a key role in driving Canadian efforts to advance global child survival and mobilized Canadians across the country in an unprecedented response to the Syrian humanitarian crisis.

An internationally recognized expert on humanitarian response, sustainable development and child well-being, David also sits on UNICEF's Global Management Team, lending his expertise to the organization's worldwide efforts to achieve meaningful progress for children.

Prior to joining UNICEF Canada, David served as Executive Director of Médecins Sans Frontières/Doctors without Borders Canada, as President and CEO of Save the Children Canada and was the founding Executive Director of the Institute for Canadian Citizenship.

A recognized leader in the field, David currently teaches at the Munk School of Global Affairs at the University of Toronto, and is the Chair of the Canadian Partnership for Women and Children's Health. He has also served on the Board of Directors for several prominent organizations, including the Stephen Lewis Foundation and the Canadian Council for International Cooperation and has acted as a mentor with the Trudeau Foundation.

An award-winning author of two best-selling books, including *Healing Our World: Inside Doctors without Borders*, David's career has taken him around the world, from sub-Saharan Africa to South and Central America. In recognition of his dedication to global sustainable development, he received the Commemorative Medal for the 125th Anniversary of Confederation and the Queen's Jubilee Medal.

David was appointed to the Order of Canada on June 29, 2018. As Canada's highest civilian honour, the Order of Canada recognizes outstanding achievement, dedication to the community and service to the nation. David has been invested into the Order "for his leadership in international development and for his humanitarian commitment to improving the lives of children and families around the world."

David completed his Master of Education from the University of British Columbia and a Bachelor of Arts in History from Carleton University. He is married to Elizabeth and they have two children and four grandchildren.

BIOGRAPHY

Linton Carter

Chief Development Officer



For more than 25 years, Linton's ability to develop donor relationships, generate revenue and motivate staff and volunteers within the charitable sector has resulted in significant and measurable impact in fundraising and community engagement.

As a member of the executive leadership team at UNICEF Canada, Linton infuses foresight, energy and long-term strategic thinking into the organization, driving it forward to help achieve its ever-evolving and demanding mandate. She spearheads innovative fundraising campaigns to reach newer and more diverse donors, and positions UNICEF Canada as a charity of choice with key donor groups across multiple revenue channels.

A forward thinker with a knack for powering organizations in their philanthropic efforts, Linton possesses a deep commitment to children. Prior to joining UNICEF Canada, she worked as Chief Development Officer at the Children's Aid Foundation, overseeing fundraising and grants, and heading its successful National Campaign for Child Welfare. She also served as Vice President, Philanthropy, for the YMCA of Greater Toronto's Strong Kids Campaign, and as Senior Director, Community Involvement for SickKids Foundation.

Linton's passion for giving back both personally and professionally has empowered her to develop strong volunteer, donor and organizational relationships that have resulted in successful programs, and more importantly, improved child well-being across Canada and the world.

Linton completed her Bachelor of Arts in Sociology and Women's Studies from Bishop's University, and a Postgraduate Certificate in Public Relations from Humber College. She currently serves as Chair, Development Committee on the Bishop's University Foundation Board. Linton is married to a high school teacher and has two teenage sons.

ORGANIZATIONAL CHART - DEVELOPMENT

