

Société Alzheimer

MONTREAL

DIRECTOR, BUSINESS DEVELOPMENT AND PHILANTHROPY

Status: Full-time, permanent
Immediate supervisor: Executive Director
Starting date: 4 September 2018

Mission

The Alzheimer Society of Montreal is committed to alleviating the social and personal consequences of Alzheimer's disease and related disorders, as well as promoting research into their causes and cure.

Description

The Director, Business Development and Philanthropy reports to the Executive Director of the Alzheimer Society of Montreal. The Director will develop and implement strategies related to business partnerships and philanthropy. As a member of the management committee, the Director, Business Development and Philanthropy, in tandem with the Director, Programs, Services, Health and Social Partner Relations and the Director, Human and Material Resources, supports the Executive Director in all aspects of her functions.

Key Duties and Responsibilities

The Director, Business Development and Philanthropy participates in both practical and strategic decision-making processes, and supports the Executive Director in business development for the Society and also with the Federation of Quebec Alzheimer Societies and other stakeholders. The Director, Business Development and Philanthropy is responsible for planning, as well as monitoring, overseeing, and managing resources in this sector to ensure that the organization is run smoothly and that its mission, culture, and values are respected. The Director is also responsible for the financial development of partnerships, for philanthropy and for the successful management of events, to the mutual benefit of all stakeholders.

The candidate we are looking for must fulfil the following strategic responsibilities and carry out the following operational tasks:

- Actively participate in the Society's strategic planning;
- Develop promising partnerships for the Society by implementing a sustainable and win-win strategy for each party and, as such, inspire stakeholder loyalty;
- Acquire new prospects and stay up to date with different sources of funding (grants, donations, etc.), ensuring optimal benefits;
- Develop and update a recruitment plan and loyalty program for new donors;
- Manage public relations, including requests from the media and other collaborators, including members of the Federation of Quebec Alzheimer Societies;

Société Alzheimer

M O N T R É A L

- Supervise fundraising activities: signature corporate events (Walk, golf tournament and cycle-tour, etc.), donor circle, etc., and ensure their success on all levels;
- Ensure sound financial management of the department and accountability for all subventions;
- Supervise, train, motivate and advise teams of direct reports and chair internal and external stakeholder committees;
- Stay up to date on business intelligence and trends in philanthropy;
- Serve as Acting Executive Director in the absence of the Executive Director; and
- Be accountable for any other responsibility assigned.

Requirements

- Creativity, innovation, energy, and vision, with a focus on achieving results;
- Bachelor's or Master's degree in business, communication, or marketing, and 5 years experience in sales, account management, customer service, and philanthropy;
- A certificate in non-profit management or another qualification related to philanthropy is an advantage;
- Minimum of 5 years experience in financial management and leading a team;
- Knowledge of the non-profit sector and its key players;
- Access to an extensive business network;
- Fluency in French and English, both written and oral, is essential; and
- Mastery of the principles of fundraising, databases, and relevant software. Experience with ProDon is an advantage.

Skills required

- Experience working collaboratively in a team environment;
- Ability to manage several projects at the same time;
- Client-centered approach;
- Excellent inter-personal skills;
- Outstanding written and oral communication skills, especially for presentations;
- Customer-service minded ; and
- Flexibility.

Société Alzheimer

M O N T R É A L

Conditions and Remuneration

- Full-time, permanent
- Remuneration and benefits according to policies in place

Interested candidates must submit their curriculum vitae with a cover letter before Tuesday, 31 July, 2018 5:00 p.m. to: info@alzheimermontreal.ca

Only candidates considered for the position will be contacted.