



**Fondation
Rideau Hall
Foundation**

Manager, Major Gift and Partner Development - Permanent Full-Time Position

Igniting our Shared Potential

The Rideau Hall Foundation (RHF) is an independent and non-political charitable organization that serves to shine a light on Canadian excellence, and that creates the conditions for more Canadians to succeed.

With partners across all sectors, the RHF works to build a better Canada through a set of unique initiatives linked to learning, leadership, giving and innovation. Grounded in values of equality and access to opportunity, our initiatives are national and create positive impact in every province and territory.

As a key member of the growing RHF Development team, the Manager, Major Gift and Partner Development, based in either Toronto or Ottawa, will play a key role in building support from the RHF's sizeable community of major gift donors and leading national partners and will help to expand this community both through growing existing relationships and working to identify, cultivate and secure new support.

The Manager will contribute to the strategy and activity that supports and grows our family of donors and partners with added emphasis on larger supporters such as corporations, philanthropic foundations and major gift donors.

They will work collaboratively with the Development team and RHF team members to design and execute customized donor and partner engagement opportunities while enhancing the RHF donor and partner experience. This is a donor-facing opportunity for those who enjoy and have been successful in growing major gift and / or partner relationships 1-1 and supporting the senior team and board in doing the same.

If you see yourself in this role, you are passionate about Canada and have deep experience in fundraising with both philanthropists and corporate partners. You communicate persuasively with a high level of finesse and have strong attention to detail. You understand the donor mindset, the need to gauge and demonstrate organizational impact, enjoy a collaborative environment and like sharing your creative ideas!

We look forward to hearing from you as to what you can add to our dynamic team and what we can learn from you and your experience.

For more information on RHF, please see: <https://www.rhf-frh.ca/>.

RESPONSIBILITIES

- Develop engagement strategies that blend stakeholder stewardship and cultivation activities, positioning, collateral, and calls to donors and partners, and collaborate on delivery as required.
- Develop and implement inspiring engagement opportunities for existing and prospective donors and partners that comprise active engagement, recognition, and stewardship.
- Develop and implement opportunities to identify, cultivate and solicit support from prospective donors and partners, and renew and grow current donor relationships by collaborating on the design and delivery of stewardship activities toward new and expanded commitments
- Identify and develop potential sponsorship opportunities around stakeholder events and programs, in collaboration with the Development and Program teams, ensuring that sponsorship support is structured and treated appropriately in line with CRA guidelines.
- Working closely with RHF's Development, External Relations and Program teams:
 - Write substantive, meaningful, original, and personalized cultivation/solicitation communications for donors and partners.
 - Contribute to relevant impactful stewardship communications for donors and partners including

- sponsorship fulfillment reports when required.
 - Support the generation of collateral for stakeholder engagement including briefing notes, PowerPoint presentations, static graphics and videos/animation.
- Ensure accurate and up-to-date recording of donor “moves”, as well as stewardship and contractual obligations related to individual, corporate, and foundation giving, and ensure that these obligations are met in a timely and meaningful manner.
- Provide research, briefings and support to senior team members.
- Manage relationships with external specialists and/ or vendors as required.
- Carry out other duties as appropriate and as assigned by their supervisor.

QUALIFICATIONS AND COMPETENCIES

- Knowledge of best practices related to donor cultivation, solicitation, recognition, stewardship and acknowledgement.
- Excellent project management, change management and organizational skills, the ability to meet strict deadlines, creativity in approach to donor stewardship and a high level of attention to detail.
- Able to operate and thrive in a collaborative environment as well as to work independently.
- Demonstrated flexibility and initiative, very strong interpersonal skills, and the ability to manage multiple competing priorities.
- Excellent written and verbal communication skills and prior experience writing correspondence, impact reports, requests, and other collateral.
- High comfort level with data management, including list-management and CRM databases (e.g., Raiser’s Edge) and other donor-communications platforms.
- Bilingualism in French and English an asset.
- Positive, team-building approach with a strong client-service mindset and sense of fiscal responsibility.
- A post-secondary degree or a combination of relevant training, education and experience.
- Minimum of five years of experience in a fundraising role with an emphasis on, or demonstrated interest in and commitment to, donor stewardship.
- Experience and success in fundraising across the donor life-cycle at the mid and major gift and corporate partnership level.
- Corporate partnership / sponsorship experience at the national level is a strong asset, as is experience with national level philanthropist and foundations.
- Experience with major donor stewardship (six and seven figure donors).

WORKPLACE ENVIRONMENT

- The RHF is a dynamic work environment that values collaboration, creativity and trying new things.
- Flexibility to work select evenings and weekends as required and possible travel across Canada.
- RHF is located in Ottawa, ON. This position will be based in either Toronto ON or Ottawa ON (if in Ottawa, a hybrid of work from home and at the office).

Anticipated Hiring Range: \$72,000 - \$85,000 + home office/equipment support, benefits and retirement plan (for more information, please feel free to reach out).

Candidate must successfully pass all required security clearances.

Please submit your resume and covering letter to the following address by May 30, 2023:

KathyBedard@McConnellHRC.com.

The Rideau Hall Foundation is an equal opportunity employer. We strongly encourage applications from all qualified candidates, including those who are Indigenous, Black, racialized, LGBTQ2S+, women, persons with disabilities, members of visible minorities and other equity-seeking groups. We seek to build a workforce that reflects the communities we serve.

The Rideau Hall Foundation will provide accommodations upon request during the recruitment, selection and assessment process for candidates with a disability.

We thank all candidates for their interest; however only those selected for an interview will be contacted.