

THE OPPORTUNITY

The Rideau Hall Foundation (RHF) is seeking a highly strategic, driven and accomplished fundraising leader for the newly created role of **Director, Philanthropy**.

The Director of Philanthropy is responsible for developing, managing, and growing a portfolio of principal and major gift donors and prospects across Canada. With a current regional focus on Quebec and Atlantic regions, the role is accountable for securing transformational philanthropic investments from high-net-worth individuals, private and family foundations, and select corporate and institutional partners in support of the RHF's national mission and priorities.

Reporting to the Chief Philanthropy Officer, the Director of Philanthropy leads sophisticated donor engagement and relationship management strategies across the full donor cycle, including identification, qualification, cultivation, solicitation, negotiation, and stewardship. The role manages a pipeline of qualified prospects and works collaboratively with internal and external stakeholders to advance fundraising priorities.

This position is based in Ottawa at the RHF offices, with flexibility for some remote work if necessary. RHF Leaders are expected to maintain a regular office presence. The successful candidate will be either Ottawa-based or will be required contractually to be in Ottawa for onboarding and as needed until they move to Ottawa within 4 to 6 months after completion of the probationary period.

Additionally, this position will require regular travel to meet with staff, donors, partners, and volunteer leaders across the country.

ABOUT THE RIDEAU HALL FOUNDATION

The Rideau Hall Foundation (RHF), a non-partisan national charitable organization, invests in Canadians through programs, grants and awards that help people realize their ambitions and shape Canada's future.

Established in 2012, the RHF amplifies and supports the past, present and future impact of Canada's Governor General, and seeks to engage all Canadians in the core elements of Canadian democracy. By working in partnership, the RHF celebrates excellence while creating opportunities and connecting communities, all towards the shared purpose of a better Canada.

RHF IMPACT: INSPIRING EXCELLENCE COAST TO COAST TO COAST

In collaboration with visionary donors and partners, the RHF has evolved to be a dynamic, agile leader in the charitable sector, a national organization focused on building a better Canada through national programs with local impact.

"The founding purpose of the Rideau Hall Foundation holds as true today as it did a decade ago: mobilizing ideas, people and resources across the country to tap into our national spirit and to help realize our shared ambition."

The Rt. Hon. David Johnston, Founder of the RHF and Canada's 28th Governor General

RHF's 2023-2028 Strategic Plan – Creating Opportunities, Connecting Communities

- + **Deepening the country's trust in and understanding of Canada's public institutions.** The RHF seeks to address the current democratic deficit and build greater awareness of and engagement with Canada's democratic institutions as a source of national pride.
- + **Ensuring Canada's learning landscape is characterized by equality of opportunity and excellence.** While many young Canadians receive an education beyond high school, significant gaps persist in the post-secondary participation and attainment rates of many young people, including those with a lower family income, those living in rural areas, some visible minority groups, and Indigenous youth. The RHF invests in programs and partnerships where Canadians can chart their own learning and career pathways and reach their fullest potential.
- + **Making Canadian innovation contagious and inevitable.** The RHF is committed to celebrating Canadian innovation success stories, both national and locally relevant, in a broad and inclusive manner, and to inspiring the next generation of dreamers and doers. We believe stories are critical, but alone they are not enough. Celebrating Canadian excellence in innovation needs to be paired with real financial resourcing, the right tools and mentorship, and material connections for innovators across sectors, regions, and stages. For the RHF, innovation is about doing things better for positive results: a topic of relevance to all Canadians, of all ages, in every sector.
- + **Strengthening civil society and Canada's culture of volunteerism.** The RHF strives to encourage all Canadians to become active in strengthening community, through volunteering and mentoring; getting involved in public life; and by ensuring the health and vibrancy of Canadian civil society.

REALIZE AMBITION – A RIDEAU HALL FOUNDATION CAMPAIGN

Realize Ambition is a \$250 million national campaign to ignite our collective ambition, to connect and galvanize Canadians, causes and organizations who share a common belief in, and commitment to, a better Canada for all. Thanks to the visionary commitments of community leaders from coast to coast to coast, the Realize Ambition Campaign is well on its way to its \$250 million goal.

This national campaign is anchored in core values and objectives from the RHF's 2023-2028 Strategic Plan – Creating Opportunities, Connecting Communities. It is an invitation for societal leaders to invest in ensuring that Canadians think bigger and act bolder to propel Canada forward to achieve the best of what we believe is possible. The Realize Ambition agenda is three-fold:

1. **Invest in Canadians** where it matters most, especially in young people and in emerging leaders to unlock their potential to build a more vibrant future for themselves and for the country.
2. **Activate communities** to respond to local challenges and to address pressing national issues.
3. **Scale what works** to inspire positive change and nation-building.

The Return on Ambition (ROA) will be a stronger, more equitable, more confident and prosperous Canada, a nation where:

- No one is left behind.
- Every young person is given the opportunity to learn and grow.
- Canadian innovation is celebrated, at home and on the world stage.
- Communities are strengthened by engaged and active citizens.
- A new generation of leaders is empowered to shape the country's future.
- Pride in who we are defines and unites us all.

ADDITIONAL INFORMATION

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KEY DUTIES AND RESPONSIBILITIES

Strategic Fundraising and Portfolio Management

- + Manage and grow a portfolio of principal and major gift prospects and donors across Canada with regional focus to be assigned as required.
- + Develop and execute individualized cultivation, solicitation, and stewardship strategies for high-capacity donors and partners.
- + Secure philanthropic investments through face-to-face engagement, strategic proposals, and tailored opportunities aligned with the RHF's priorities.
- + Identify, qualify, cultivate, solicit, and steward prospects through the fundraising pipeline.
- + Build multi-year fundraising strategies designed to increase donor engagement, philanthropic revenue, and long-term partnership value.
- + Maintain accurate pipeline activity, revenue forecasting, and donor engagement plans within the CRM system.

Donor Engagement and Relationship Building

- + Serve as a trusted relationship manager for high-net-worth individuals, family offices, private foundations, and senior corporate leaders.
- + Develop donor experiences, briefings, and engagement opportunities that connect donor interests with the RHF's mission, impact and priorities.
- + Coordinate and support senior leadership, board members, campaign volunteers, and subject matter experts in donor cultivation and solicitation activity.
- + Represent the RHF at donor meetings, events, conferences, and regional gatherings.
- + Strengthen and expand the RHF's philanthropic presence and donor networks as directed across Canada.

Principal and Major Gifts Strategy

- + Lead complex gift opportunities, including multi-year commitments, campaign investments, endowed support, and strategic partnerships.
- + Collaborate with leadership to identify funding priorities and develop compelling proposals and cases for support.
- + Support campaign planning and execution, including prospect strategy, volunteer engagement, and leadership gift development.
- + Monitor philanthropic trends, donor interests, and regional market opportunities to inform fundraising strategy.

Collaboration and Organizational Leadership

- + Work collaboratively across the RHF to deliver an integrated donor experience.
- + Contribute to annual fundraising planning, revenue forecasting, and performance reporting.
- + Support a culture of philanthropy, collaboration, accountability, and donor-centered engagement.
- + Develop, manage, and monitor budgets to ensure expenditures align with approved funding levels and financial objectives.
- + Participate as a member of staff committees in support of organizational initiatives as required.

Employee Management and Development

- + Supervise and support direct reports, fostering a collaborative, inclusive, and high-performing team environment.
- + Provide regular coaching, feedback, and professional development opportunities aligned with individual performance goals and organizational priorities.
- + Conduct performance management activities including goal-setting, check-ins, and annual reviews.
- + Support team well-being and engagement through clear communication, workload and PTO management, and recognition of contributions.
- + Contribute to recruitment, onboarding, and retention efforts as needed.
- + Promote RHF's values and commitment to equity, diversity, and inclusion in all aspects of team leadership.

QUALIFICATIONS AND COMPETENCIES

Knowledge, Skills and Abilities

- + Bilingualism and proficient written and verbal skills in French and English required, knowledge of Indigenous languages an asset.
- + Solid understanding of the Canadian philanthropic landscape.
- + Strong relationship-building, interpersonal, and influencing skills.
- + Excellent presentation and proposal development abilities.
- + Strong strategic thinking, organizational, and project management skills.
- + Ability to manage multiple priorities, meet deadlines, and maintain attention to detail in a complex fundraising environment.
- + High degree of professionalism, discretion, accountability and judgment.
- + Ability to work collaboratively with colleagues across philanthropy, program communications, donor relations, and executive leadership.
- + Ability to supervise staff, provide guidance and feedback, support performance and development, and foster a positive and collaborative team environment.
- + Commitment to donor-centered engagement and a culture of philanthropy.

Education and Work Experience

- + Minimum of 8 years progressive fundraising experience in a national charitable, educational, healthcare, public policy, or cultural organization with demonstrated success in principal and major gifts fundraising.
- + Proven track record of securing and stewarding five-, six-, and seven-figure philanthropic commitments.
- + Experience managing, coaching, and supporting direct reports or fundraising staff.
- + Demonstrated experience managing complex donor portfolios and advancing fundraising strategies for key donors and prospects through responsible relationship development, moves management and pipeline accountability.
- + Experience engaging high-net-worth individuals, private and family foundations, and corporate partners.
- + Experience working with, activating and supporting senior executives, campaign volunteers, and board members.
- + Working knowledge of CRM and donor relationship management systems, donor moves management strategies and pipeline management practices.
- + Experience supporting capital campaigns or transformational fundraising initiatives is preferred.
- + Post-secondary degree in a related field, or an equivalent combination of relevant training and experience.

Behavioural Competencies

- + Strategic thinker with strong analytics and planning skills.
- + Diplomacy, discretion, and sound judgment.
- + Leadership, collaboration, and relationships-building abilities.
- + Strong service orientation and responsiveness.

- + Flexibility/adaptability to change.
- + Integrity and high ethical standards.
- + Cultural awareness and sensitivity.

Working Conditions

- + Flexibility to work select evenings and weekends as required and available for travel across Canada.
- + Successful completion of police/security checks and clearances, based on operational needs and policies as required by RHF.

FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of the Rideau Hall Foundation. For more information about this opportunity, please contact Sylvie Battisti, Senior Vice President, KCI Search + Talent by email at RHF-FRH@kcitalent.com

Interested candidates should send their resume and a letter of interest to the email address listed above by **October 28, 2026**. All inquiries and applications will be held in strict confidence.

The hiring salary range for this position is **\$130,000 to \$152,000** and the Rideau Hall Foundation offers a comprehensive and competitive benefits package.

To view the full executive brief, visit: www.kcitalent.com

The Rideau Hall Foundation is an equal opportunity employer. We strongly encourage applications from all qualified candidates, including members of equity-deserving groups and rights holders, including Indigenous Peoples, Black and racialized people, 2SLGBTQIA+ people, women, and persons with disabilities. 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 disabilities.

This posting is for a current vacancy. Artificial intelligence will not be used to screen resumes nor assess candidates in this search