**JOB POSTING**

**Title:** Principal Gifts Program Manager

**Department:** Fundraising

**Reports to:** Director of Fundraising

**Direct Reports:** Prospect Researcher, Planned Giving Coordinator, Donor Engagement Officers (2)

**Position status:** Temporary full-time (37.5 hrs/wk), 12-month coverage for maternity leave

**Start Date:** November 2017

**Location:** Toronto

**Salary:** starting $73,903 per annum, prorated to contract length

**POSITION OBJECTIVE:**

As an engine of MSF Canada and the MSF movement at large, the Fundraising Department plays a critical role in securing the success of our social mission. Raising over $45 million in private funding – through integrated direct response campaigns, major gifts, special campaigns, and legacy and planned giving vehicles – the Fundraising Department is at the heart of our humanitarian emergency medical operations in the field.

Under the general leadership of the Director of Fundraising, the Principal Gifts Program Manager is responsible for the overall development and growth of the major gifts and planned giving programs at MSF Canada. Through the support and leadership provided to the Principal Gifts team, the Manager develops, manages, and implements strategies for identifying, cultivating, soliciting, and stewarding major gifts to broaden and stabilize the funding base for MSF field projects. S/he is also responsible for ensuring a full and active pipeline of major donors and prospects and bequest intenders and other planned giving vehicles.

**DUTIES AND RESPONSIBILITIES:**

**Strategic Planning and Execution**

- With the Director of Fundraising, lead the creation and implementation of the major gifts and planned giving regional strategy
- Regularly review major gifts and planned giving revenue and expenses, and lead collaborative and inclusive reflections for the annual planning and review exercises (AP, 6M, 12M)
- Establish and manage policies, systems and procedures for managing workflow, moves management, and record keeping for the Principal Gifts Team
With the assistance of the Principal Gifts Coordinator, work with Fundraising Manager, Communications and Programs staff to research content and develop positioning for major donor proposals, correspondence and accountability and annual stewardship reports.

- Develop and oversee implementation of annual major donor stewardship plan
- With the Fundraising Director, lead the development of strategies for prospect research and solicitation strategies, and oversee prospect research and analysis
- Prepare major gift program progress reports
- Attend relevant international MSF fundraising meetings

**Donor Development**

- Responsible for achieving the major gifts and planned giving goals and personally managing a select portfolio of high end donor relationships
- With input from the Prospect Researcher, develop strategy for solicitation pipeline (prospects and donors) for all major donor meetings, with a particular focus on the Top 30 prospects and those with >$25,000 potential;
- Plan timing, schedule meetings and with the support of the Principal Gifts Coordinator, produce briefing and support materials for Top Prospect meetings conducted by FR Director, Executive Director, Board, volunteers, and principal gifts officers
- Strategically involve and support senior MSF leadership and volunteers in the cultivation, solicitation, and stewardship of top major donors and prospects

**Management of People and Operations**

- Lead and support the Principal Gifts team (5 direct reports) to achieve their goals, establishing trust, respect, recognition and mutual accountability in a high performance, collaborative environment
- Oversee the talent management of the Principal Gifts team, including identification of HR needs, recruitment, performance management, training and development in collaboration with the HR department
- Ensure responsible use of resources, including accountability for budget, contracts and suppliers, recommending new strategies or drafting proposals in anticipation of future needs
- Attend MSF Canada staff meetings, debates and presentations to participate in information sharing across all departments, and stay informed on important MSF operational and humanitarian topics
- Lead by example, inspire and motivate others, and foster a work environment founded on our core values of humanity, integrity and results

**QUALIFICATIONS/JOB REQUIREMENTS**

**Education and experience**

- Bachelor’s degree
- 5-7 years of work experience in fundraising including four years of direct experience in planned or major gifts with demonstrated success in closing gifts
- Demonstrated experience in successfully leading a diverse team, enhancing motivation, development and performance via constructive feedback
- Bilingual (English/French) preferred
- Working experience with a humanitarian aid organization and knowledge of humanitarian aid programs is a strong asset.
**Skills and competencies**

- Strong strategic planning and leadership skills
- Excellent written and oral communication skills, including proficiency in public speaking and presentations.
- Strong familiarity with planned giving vehicles;
- Exceptional interpersonal skills and ability to inspire confidence and trust in donors
- High level of tact and discretion and ability to deal with sensitive issues in a professional manner;
- Team player that displays initiative;
- Self-directed and well-organized;
- A valid driver’s licence, and ability to travel as required
- Genuine interest in and commitment to the humanitarian principles of MSF

**CONTACTS:**

**MSF contacts:**

- MSF Canada Management Team and Office Staff
- MSF movement staff related to Fundraising and Communications
- Board members and various volunteers

**External:**

- Donors
- Consultants or other service providers
- Canadian charities and philanthropic organizations
- Network of professional colleagues

**PHYSICAL DEMANDS:**

- Duties require long hours sitting in front of a computer screen.
- Will be required to work evenings or weekends, if necessary.
- Domestic and international travel and jetlag.
- The office environment is primarily open concept with private meeting rooms

**TRAVEL REQUIREMENTS:**

Possible travel required (domestic/international):

- Travel to project countries
- Travel to other MSF offices
- Travel within Canada

**INFORMATION AND APPLICATION:**


Please be sure to include references and a letter of motivation as a part of your application.
please note: only electronic applications will be accepted.

Applications will be reviewed as received, and the post will close once the successful candidate is selected.

Any questions or concerns regarding accommodation and accessibility can be addressed to by email to hr-rh@msf.ca or by phoning Kathy Mahinpou at 1-800-982-7903 ext. 3454.

We thank you for your interest.