



Centre Canadien d'Architecture / Canadian Centre for Architecture

Job posting

Job identification

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| Job title: | Manager, Partnerships and Philanthropy |
| Division: | Development |
| Immediate superior: | Associate Director, Development |
| Status: | Contractual (3 years), full time (35h/week) |
| Posting period: | 15 January to 8 February 2021 |
| Job entry: | As soon as possible |

About the CCA

Strengthened by its extensive Collection (archives, prints & drawings, photography and new media, library holdings) and based on its exhibitions, programs, and research opportunities, the Canadian Centre for Architecture (CCA) is a leading voice in advancing knowledge, promoting public understanding, and widening the debate on architecture, its history, theory, practice, and role in society today.

Job Summary

The Canadian Centre for Architecture (CCA) seeks to hire a dynamic, experienced, confident, empathetic, forward-thinking candidate to work for us in this high-profile fundraising role. You must have potential to develop strategies to inspire individuals and funders, some who may never have been to the CCA, and show them that their gift or grant can have the greatest impact with our world class researchers and curators.

The incumbent will be responsible for developing strategies to inspire multi-year major pledges for 3-4 flagship initiatives by the institution for research fellowship excellence, youth and children's programs, a bold digital vision to widen our audience, and that feature our world class collection. Therefore, the candidate needs to understand and embrace the CCA's values and mission.

The main responsibilities of this position are to secure major gifts, prestigious foundation and corporate partnerships, public sector support, and soiree gifts (a gala event that is currently virtual), especially in Montreal, Toronto, Ottawa and New York. We engage supporters through donor visits (currently virtual), donor video and phone calls, a virtual Soiree-at-home, annual campaigns and a museum membership program.

The ideal candidate should be prepared to grow donor-centred approaches, work in partnership with the Associate Director of Development and leadership volunteers, and collaborate with colleagues across departments with different operational styles. We already have the foundation in place for this; now we need a fundraiser with high potential to partner with us to bring it to fruition. This role requires a person who enjoys a fast-paced work style, with emotional intelligence, and a collaborative team-oriented mindset. Knowledge of philanthropy and funder trends nationally and globally are helpful. The opportunity will appeal to a fundraiser with values aligned with those of the CCA: collaborative, contemporary, open-minded and stakeholder oriented.

The CCA's generous and distinguished Board engages in fundraising and provides governance and support through an active Development Committee chaired by Stephen Bronfman. Director and long-time Chief Curator of the CCA, Giovanna Borasi, is a strong fundraiser and is engaged with Development and donor engagement.

Key Responsibilities

Fundraising

- Working closely with Associate Director of Development, creates and implements solicitation strategies of major donors, funders and prospects (\$10,000+).
- Work closely with CCA Director and Associate Directors and other colleagues, especially in content areas, to convey the CCA vision and programs that will inspire donors.
- Work closely with colleagues and collaborate to share best practices and proposals with peers on the Development team.
- Secures video calls, supports call teams, prepares briefing notes and call reports with high profile philanthropy leaders and funders in Montreal, Toronto, Ottawa, New York and elsewhere. Develops and leverages strong, profitable relationships with donors, Committee members and Board members. Works with senior volunteers and encourages creativity and tenacity as you work with a broad spectrum of donors across their donor life-cycle.
- Plans and coordinates solicitation of donors via in-person visits (as public health allows), video and phone calls, and mail strategies.
- Participates in the planning and successful implementation of occasional donor events.
- Carries out rapid prospect research with an eye to activating a prospect pipeline with a blend of existing donors and new prospects. Working closely with the Associate Director, Development, supports special initiatives within the division and collaborates with other CCA divisions, including Research, Public Programs, Administration and Collection divisions.
- Liaise with the Administrative Coordinator, Development to ensure the overall schedule and planning of the year and all the financial records are in order and works with the accountant to create financial information and report jointly.

Compliance & Fulfillment

- Carries out donor meetings, calls, sends thank you notes, emails and letters, and otherwise reaches out as appropriate to ensure all donors are acknowledged and appreciated.
- Stewards gift and grant agreements with punctual reporting.
- Implements best practices and effectively use the CCA's fundraising database.

Other

- Actively contributes to building a strong fundraising culture at the CCA by developing excellent working relationships with CCA colleagues and fostering a collaborative environment where philanthropy can thrive.
- Understands, safeguards and presents the brand identity of the CCA.

Required Qualifications

- Education: a bachelor's degree. A graduate degree will be considered an asset.
- Number of years of relevant work experience: 5 years of fundraising for non-profit organizations or in private sector sales
- Excellent knowledge of spoken and written French and English.
- Interest in cities, architecture, built environment, higher education, contemporary art and culture, or global issues.
- Strong writing and oral communication skills. A storyteller who can embrace the CCA voice and distill complex subjects into inspiring donor-centred opportunities.
- Sets an example through hard work and collegiality.
- A naturally strategic thinker who will maximize new revenue opportunities.
- Can read people and situations, understand body language, and 'hears the unsaid'.
- A self-starter with a can-do attitude
- Experience with Raiser's Edge or other fundraising databases is an asset

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of Human Resources of Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is 8 February 2021**. Only successful applicants will be contacted. Please do not call.

The CCA is an equal opportunity employer and encourages diversity. The CCA invites anyone having the qualifications listed in the job posting to apply.

For all CCA existing job opportunities, visit our [website](#).