

Development Officer, Corporate and Community Giving



TABLE OF CONTENTS

The Opportunity.....	3
About the McGill University Health Centre.....	4
About the McGill University Health Centre Foundation	5
Additional Background & Resources	6
Key Areas of Responsibilities	6
Qualifications and Competencies	7
McGill University Health Centre Foundation Organizational Chart.....	8
Biography: Edith Bolduc, Director, Corporate Giving	9
Biography: Julie Quenneville, President	10

FOR MORE INFORMATION

KCI (Ketchum Canada Inc.) has been retained to conduct this search on behalf the McGill University Health Centre Foundation. For more information about this opportunity, please contact **Sylvie Battisti, Vice President, Search + Talent** by email at: MUHCFoundation@kcitalent.com.

All inquiries and applications will be held in strict confidence. Interested candidates should send resume and letter of interest to the email address listed above by **July 4, 2022**.

The McGill University Health Centre Foundation is an equal opportunity employer committed to fostering a diverse, inclusive, equitable and accessible work environment and encourages applications from all qualified applicants. Accommodations will be provided at any stage of the hiring process upon request. Applicants requiring accommodation during the interview process should contact Sylvie Battisti with any enquiries or for assistance.

The MUHC Foundation adheres to all vaccination policies issued by government authorities and the MUHC hospital as may be the case from time to time.

Development Officer, Corporate and Community Giving

THE OPPORTUNITY

The McGill University Health Centre (MUHC) Foundation is seeking a passionate and driven professional to join our team in the newly created role of **Development Officer, Corporate and Community Giving**.

Reporting to the Director of Corporate Giving, the Development Officer, Corporate and Community Giving will contribute to significant growth in our major gift portfolio and advance our mission by fostering and building strong donor relationships with individuals, corporations, and foundations.



The new incumbent will work closely with and play a key role on the Development team to ensure that the MUHC Foundation continues to grow and meet its objectives. The Development Officer will also work with volunteers (Board members, cabinet members and others), physicians, researchers and other hospital partners to identify corporate and community giving opportunities. An enthusiastic networker and connector, the Development Officer will coordinate donor cultivation, solicitation, and stewardship efforts through personal and small group visits or insider experiences, and strategic communications through all mediums, including personalization of outreach with the primary goals of donor retention and upgrade.

The ideal candidate will have solid knowledge of philanthropy or business development and the strategic ability to identify future growth opportunities and emerging potential with new donor groups. Authentic and genuine, with a high degree of emotional awareness, the successful candidate will be intuitive and donor centric, understanding the nuances of donor interactions and in all situations, calibrating to build the strongest donor relationships and sharing the MUHC's and Foundation's stories to further inspire philanthropic support.

This is an exciting time to join our collaborative and highly dedicated team as we have surpassed the halfway point of our transformative \$200 million capital campaign, *Dream Big*. The successful candidate will combine their commitment to outstanding fundraising practice with a desire to inspire staff and stakeholders alike to achieve new levels of accomplishment in support for our world-class hospital centre.

The MUHCF's office is a hybrid working environment, with the Foundation's Development team based at the MUHC's Glen site.

ABOUT THE MCGILL UNIVERSITY HEALTH CENTRE

For more than 150 years, the McGill University Health Centre (MUHC) founding hospitals have been providing the best possible care to the community, and in 1997, the MUHC was officially created through the merger of 5 hospitals: Montreal Children's Hospital, Montreal Chest Institute, Montreal General Hospital, Montreal Neurological Institute & Hospital, and Royal Victoria Hospital. These hospitals' respective research institutes merged to form the Research Institute of the MUHC and in 2008, the Lachine Hospital and Camille Lefebvre Pavilion also joined the MUHC.

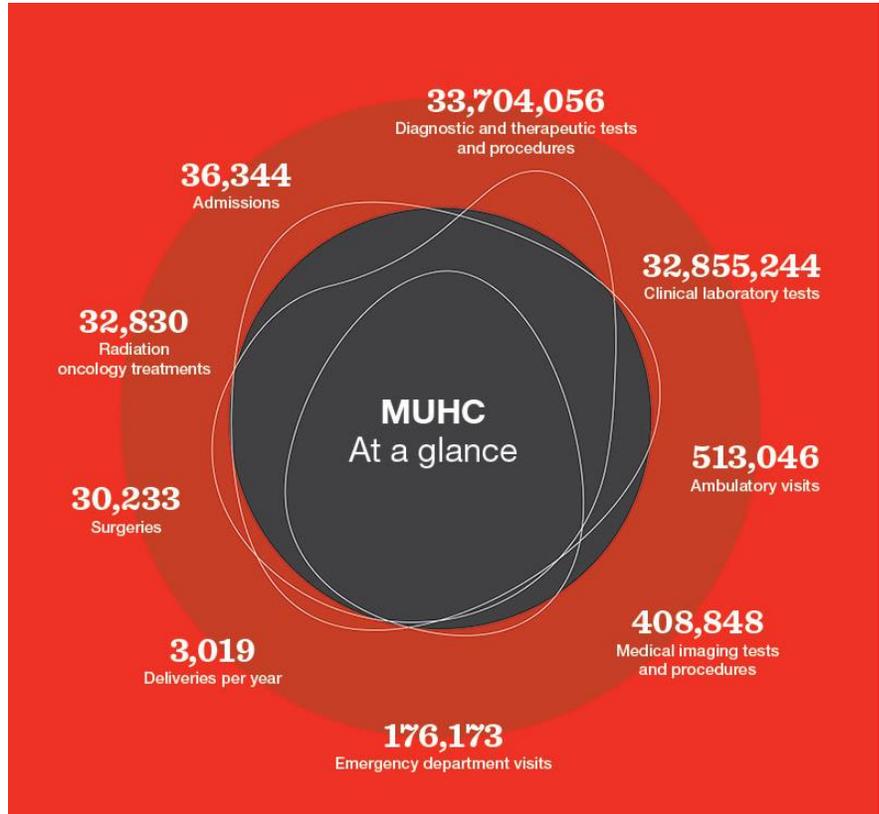
Affiliated with McGill University's Faculty of Medicine, the MUHC is

an academic health centre that provides some of the most advanced care in the province, which includes complex diagnoses, treatments and surgeries in the areas of cardiology, endocrinology, transplantation, neurology, oncology, and respirology, among many others. The MUHC cares for some of the most critically ill patients across Quebec and provides highly-specialized care, treatments, and medical testing that other hospitals simply cannot offer.

In June of 2015, the Glen site of the MUHC was inaugurated and this complex now houses the new Montreal Children's Hospital, Royal Victoria Hospital, Montreal Chest Institute, and the Research Institute of the MUHC. Patients and their families were at the heart of the design and layout of the new hospital. With 1,389 physicians and over 13,000 nurses, support staff, and employees, the hospital at the Glen site is a patient-centred facility that helps to not only heal the body, but also the soul. It has helped the MUHC transform the way in which it delivers the highest level of care to our population, ensuring that all patients truly receive the best care for life.

In addition to clinical care, the MUHC is an international research powerhouse that conducts both fundamental and clinical research. The hospital's Research Institute supports more than 460 researchers and 1,700 ongoing research projects and clinical trials, and it continues to shape the course of adult and pediatric medicine by attracting research leaders from around the world.

For more information about the MUHC, please visit: <https://muhc.ca/>



ABOUT THE MCGILL UNIVERSITY HEALTH CENTRE FOUNDATION



The MUHC Foundation plays a pivotal role in supporting exceptional programs, purchasing innovative medical equipment, fostering ground-breaking research, and ensuring the highest level of teaching.

In 2015, the McGill University Health Centre (MUHC) and Royal Victoria Hospital (RVH) Foundations partnered after the Royal Victoria Hospital moved to the state-of-the-art Glen site of the MUHC. Since integrating our Boards of Directors and staff into a single team, we have strengthened our fundraising capacity and contributed record-breaking amounts to support the greatest needs of the Royal Victoria Hospital. To better reflect who we are and our mission, in 2018 we officially merged and we are now one united foundation under the banner of the McGill University Health Centre Foundation. We are focused on inspiring Montrealers to invest in patient care, research and teaching – so that the doctors and researchers of the MUHC can push the limits of what’s possible.

Our Foundation is governed by a volunteer Board of Directors which includes members from the medical, scientific, academic, and business communities. These dynamic leaders ensure that we maintain the highest standards with regards to ethics and best accounting practices. The Board oversees and approves the Foundation’s budget, fundraising goals, and the granting of funds raised to support the priorities of the MUHC.

The MUHC Foundation is comprised of a team of 30 staff members. In 2020-2021, the MUHC Foundation raised over \$24 million in total revenue to support research, teaching and patient care at the McGill University Health Centre, with 95% of the revenue source from donations and grants.

DREAM BIG CAMPAIGN

In 2020, the MUHC Foundation launched its *Dream Big* Campaign with the goal of raising \$200 million to transform the MUHC into a leading international hub for innovative clinical research that will change the course of lives and medicine. To date, the Foundation has surpassed half of its goal, raising over \$100 million, with the campaign having a vast impact on health in Montreal and beyond. The campaign focuses on top health care priorities, including infectious diseases, cancer, cardiovascular care and research. It also ensures the MUHC has one of the best skilled teams in Canada with access to state-of-the-art equipment and technology.

The Dream Big campaign has funding priority campaign pillars that include raising \$60 million to Solve Humanity’s Deadliest Puzzles such as antibiotic resistance and infectious diseases like COVID-19 and TB, by supporting the McGill Interdisciplinary Initiative in Infection and Immunity (MI4). Another campaign priority is Fix Broken Hearts, which was launched in September 2019, with a goal to raise \$50 million to ensure Montreal has the lowest rate of hospitalization and fewest deaths due to heart disease in Canada. To usher in personalized cancer treatment to End Cancer as a life-threatening disease, the Foundation’s major campaign will also raise \$35 million in collaboration with the other foundations of the MUHC.

The above priorities are joined by fundraising efforts for respiratory disease, skills and simulation training, cannabis research, and support for new equipment and recruitment of personnel. Together, they make up an historic campaign that will define the future of the McGill University Health Centre.

For more information about the MUHC Foundation, please visit: www.muhcfoundation.com

ADDITIONAL BACKGROUND AND RESOURCES

[Board of Directors](#)

[2020-2021 Annual Report](#)

[2020-2021 Financial Report](#)

[MUHCF Impact Report](#)

[MUHC Foundation Events](#)

[Campaign Leadership](#)

[MUHC Foundation News](#)

KEY AREAS OF RESPONSIBILITY

The Development Officer, Corporate and Community Giving is responsible for cultivating and managing an assigned portfolio of donors as well as overseeing and executing special projects that contribute to the growth of new markets. The incumbent will coordinate donor cultivation, solicitation, and stewardship efforts through personal and small group visits or insider experiences, including strategic communications through all mediums and personalization of outreach, with the primary goals of donor retention and upgrade.

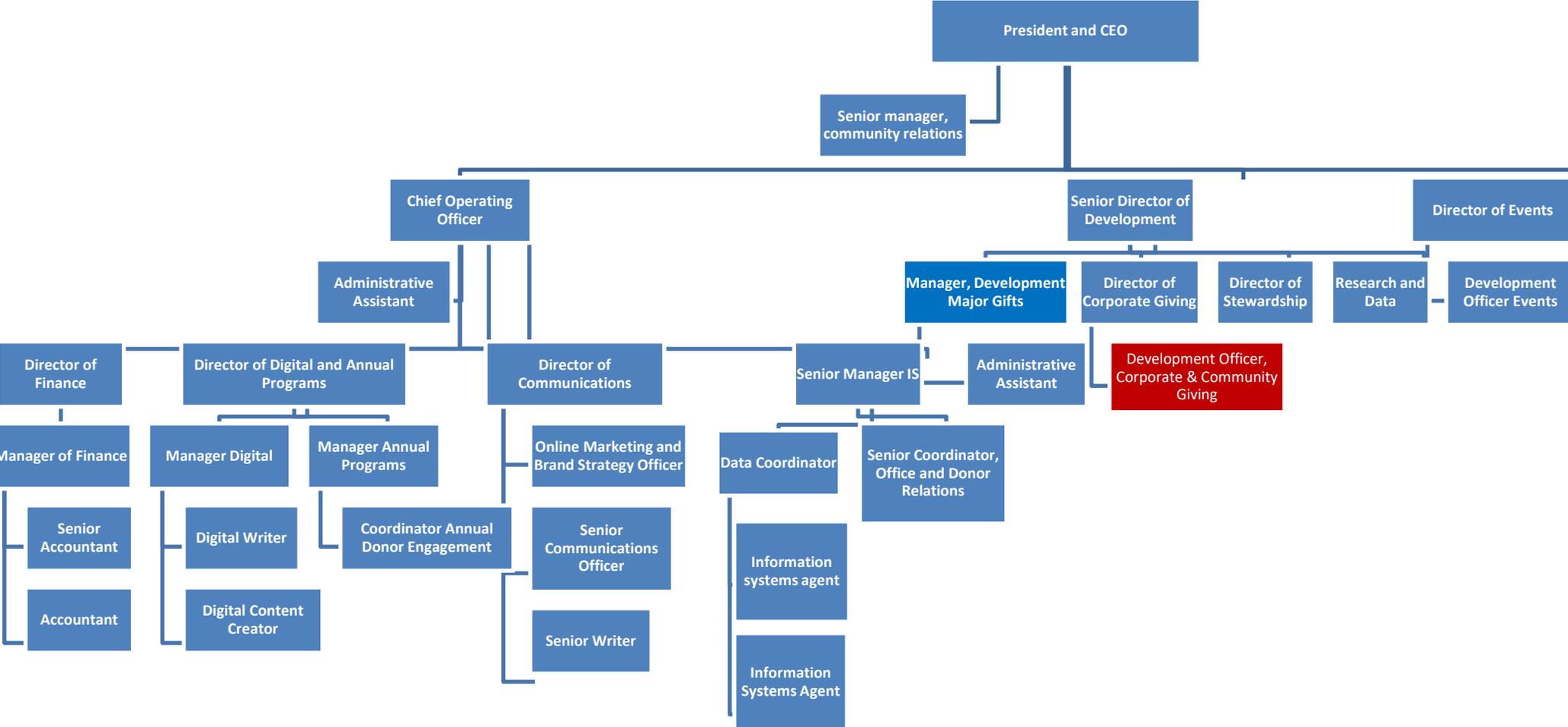
Reporting to the Director of Corporate Giving, the Development Officer, Corporate and Community Giving will:

- Implement a comprehensive action plan to cultivate, solicit, and upgrade donors. Personally cultivate and solicit donors with a goal of retaining and upgrading their gifts
- Manage a portfolio of 150 identified prospects, made of individual, Corporations and Foundations
- Collaborate with the Development team on the strategy and plan for solicitation, stewardship, and cultivation to engage the donor group including highly personalized direct marketing efforts
- Develop and implement strategies that nurture donor loyalty and foster personal relationships with the organization
- Meet and exceed metrics tied to activities/moves, revenue, retention, upgrades, and meaningful cultivation
- Track prospects and donors, documenting cultivation and solicitation activities
- Engage and work collaboratively with volunteers (Board members, cabinet members and other committees), physicians, researchers and other Hospital representatives, to identify, cultivate and solicit donors for Hospital-wide priorities
- Contribute to development of communication materials, including publications, used in the cultivation, solicitation, acknowledgement and stewardship of prospects
- Develop and execute donor engagement strategies for special direct market campaigns (print, electronic, and telephone) coordinated with major gift efforts and drives
- Work collaboratively with the Major and Strategic Giving teams to identify high-capacity major gift donor prospects or legacy prospects for special cultivation
- Attend and participate in Foundation events & corporate industry functions for cultivation, stewardship and fundraising purposes
- Implementation of additional action plans, as may be required, to meet the needs of the Foundation

QUALIFICATIONS AND CHARACTERISTICS

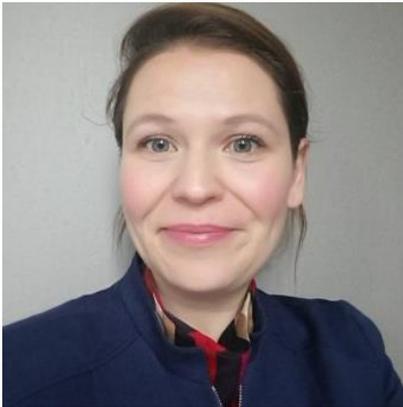
- A passion to work in a fast-paced, fully integrated fundraising environment and an appreciation for the mission and purpose of the McGill University Health Centre Foundation
- Post-secondary education in fundraising, business development, science or a related field, or equivalent combination of experience and training
- Experience with Raiser's Edge (or other database), Outlook, Word, Excel, and PowerPoint
- 1-3 years' experience working in fundraising or business development
- Experience working with volunteers will be considered an asset
- Demonstrated ability to build philanthropic relationships with corporations, foundations and individuals
- Strong verbal and written communications skills in English and French
- Excellent interpersonal skills, EQ, diplomacy and tact
- Ability to work independently and as part of a team
- Excellent project management skills and ability to manage multiple projects as well as adjust to changing priorities concurrently while meeting deadlines
- A high attention to detail and proven research and analytical ability
- Marketing knowledge/understanding of marketing fundamentals
- High personal motivation, time-efficiency, adaptability and positive general attitude
- The ability to problem-solve, innovate, be creative and a willingness to learn
- A commitment to maintain confidentiality and handle sensitive information appropriately and with discretion
- Able to work within and promote a respectful and collaborative work environment
- Some evening and weekend work will be necessary

McGILL UNIVERSITY HEALTH CENTRE FOUNDATION - ORGANIZATIONAL CHART



BIOGRAPHY

Edith Bolduc, Director, Corporate Giving



Edith Bolduc is currently Director of Corporate Giving at the McGill University Health Centre (MUHC) Foundation. After graduating from the Certificat en gestion philanthropique at Université de Montréal, Edith gained experience through various development roles at the Enablis Foundation, Mental Illness Foundation, CHUM Foundation and, for the last 5 wonderful years, growing in various major gifts roles at the MUHC Foundation. Edith's success in corporate giving and major gifts is built on a varied experience and understanding of different areas of foundations, from events to database management, from marketing to planned giving. That is why Edith firmly believes in the power of teamwork. Edith is driven by the sparks she witnesses when donors are matched with outstanding projects that change the future of health care in our community, making it more sustainable,

equitable and accessible to all. She believes that more and more, donors want to see the ROI of their gifts: their Return on Impact. Every day, Edith feels grateful to play a role in supporting transformative health care, a field very dear to her heart and her family's history. Beyond her professional life, Edith is a mom, a wife and an amateur triathlete.

BIOGRAPHY

Julie Quenneville, President



Julie Quenneville's career began in the public domain, first as a journalist and, in 2003, as Associate Chief of Staff to Philippe Couillard, then Minister of Health and Social Services of Quebec. Working alongside Minister Couillard, Ms. Quenneville was responsible for a number of important health issues.

Ms. Quenneville accepted a management role at the MUHC in 2005. Over the next decade, she took on increasingly senior positions to become, in 2008, Director of Development and Marketing.

As a mother of two, regular volunteer for charity organizations and member of a hospital board of directors, Ms. Quenneville understands the importance of quality health care and the immeasurable contribution of foundations and their donors.

Ms. Quenneville was appointed President of the MUHC Foundation in 2015. Since assuming the leadership, she spearheaded a transformation of the charitable organization resulting in an 80 per cent increase in annual revenue, and a growth of the donor community by more than 25 per cent. Her commitment to raising the standards of care and research through fundraising is inspiring.

In 2018, she was named a TOP 100 Most Powerful Women in Canada, and a finalist for Prix femmes d'affaire du Québec.