



Musée Holocauste Montréal  
Montreal Holocaust Museum

## **Development Officer Montreal Holocaust Museum**

**The Montreal Holocaust Museum** is a unique institution in terms of its mandate and reach in Canada. Through the permanent exhibition, and a multitude of educational, cultural and commemorative initiatives, it informs and sensitizes people of all ages and all backgrounds about the Holocaust and contemporary human rights issues. The purpose of the Capital Campaign is to assure the funding of a new and expanded Montreal Holocaust Museum downtown.

**The Development Officer**, reporting to the Capital Campaign Director, will be responsible for assisting in the creation and execution of a visionary strategy. The Officer will participate in managing and structuring the Montreal Holocaust Museum's \$80 million capital campaign and will support the efforts of the Museum's fundraising leadership and the Capital Campaign Director to cultivate, solicit and steward donors. The campaign goal includes a \$15 million endowment.

### **Responsibilities**

#### **Leadership Support:**

- Support professional and campaign leadership (Consultant Donor and Government Relations, Campaign Chairs, Executive Director, Management staff, Board) of the Museum to assure the coherence and success of the Campaign. Support planning and decision-making.
- Schedule and support campaign leadership meetings, and the circulation of information, driving the campaign work forward.

#### **Fundraising & Campaign Development:**

- Conduct donor research and develop cultivation plans for donor prospects.
- Working with the Campaign Director and Consultant, Donor Relations, help establish solicitation priorities.
- Cultivate identified prospects, and prepare foundation and corporate gift proposals.
- Provide regular results-based reports.
- Cultivate donors and solicit contributions to the campaign, through materials, meetings and stewardship. Support volunteer leaders in their solicitation.
- Ensure that data related to prospects and donors is recorded and tracked in the Museum's donor management system.
- Maintain a moves management system to track campaign and gifts progress.
- Create and distribute prospect management reports for leadership and update documents and tracking systems.
- Oversee campaign event planning. Contribute to coordination around stewardship and recognition plans.
- Implement campaign gift documentation and acknowledgment to ensure personal, timely, and appropriate recognition of support.

### **Key Attributes and Qualifications**

- Bilingual. Bachelor's degree in a related field
- 3 plus years of professional experience in fundraising with a proven track record of success, preferably with experience in contributing to a major capital campaign.

- Proven success in gift identification, cultivation and securing of gifts. Experience in the tracking/monitoring of pledges.
- Superior verbal, written and communication skills.
- Organization and project management skills.
- Experience with, and/or interest in the Holocaust and human rights fields.
- Track record of confidentiality and discretion.
- Strong interpersonal and intrapersonal skills.
- Donor-centric approach.
- Flexible
- Knowledge of the Jewish community an asset.
- Strong team player with an attitude of service and ability to motivate others
- Computer proficiency in the Microsoft Office Suite and DonorPerfect, or other donor management systems

### **Job details**

- Competitive salary
- Permanent employment
- Position located at 5151, chemin de la Côte Ste Catherine (Côte Ste-Catherine metro station)

### **Competitive benefits (effective after 3-month probation period)**

- 13 paid public holidays per year
- 20 days of annual vacation after one year of seniority
- Paid leave associated with Jewish holidays
- 12 days of sick leave per year
- Parental and family leave (e.g.: marriage, birth, civil union or death of a close relative)
- Group insurance
- Defined contribution pension plan (employer contribution of 5%)

To apply, **please send your CV along with a cover letter before March 15, 2022, to [info@museeholocauste.ca](mailto:info@museeholocauste.ca) with the subject line: Development Officer**

**NB:** The Montreal Holocaust Museum encourages individuals who identify with discriminated groups to apply. Only those applicants selected for an interview will be contacted. We thank you for your interest.