

# Job Offer



The McCord Museum is the museum of all Montrealers, a social history museum that celebrates life in Montreal, both past and present—its history, its people, and its communities. Open to the city and the world, the Museum presents exciting exhibitions, educational programming and cultural activities that offer a contemporary perspective on history, engaging visitors from Montreal, Canada and beyond. It is home to one of the largest historical collections in North America comprising over 200,000 objects and works of art, 2.15 million photographs, 3,500 rare books and 340 linear metres of textual archives, which make up its **Dress, Fashion and Textiles, Photography, Indigenous Cultures, Documentary Art, Material Culture, and Archives** collections. McCord Museum: Our People, Our Stories.

All of the McCord Museum's activities revolve around **six core values: diligence, integrity, inclusion, audacity, creativity and commitment.**

We are looking for an ***Officer, Philanthropic development, major gifts***

Ref number: 202113E

The McCord Foundation is a charitable organization dedicated to supporting the development of the McCord Museum, while encouraging the preservation and promotion of its rich collections. The Foundation develops strategies and initiatives for programs around major gifts, planned giving, donations from individuals and foundations, as well as special events.

Under the supervision of the Executive Director of the McCord Museum Foundation, the incumbent will contribute to the sound day-to-day management of the Foundation's activities, including major gifts, certain recognition activities, and research on the philanthropic sector and potential donors.

## **Duties and Responsibilities**

- Develop an action plan, in conjunction with management, to solicit new donors and renew existing partnerships
- Write solicitation requests, follow-up letters and thank-you notes
- On an ad hoc basis, set up campaigns to raise major donations for special projects like exhibitions, restoration, the creation of fonds, chairs, etc.
- Develop and oversee the major gift recognition program, ensure its implementation and contribute to its development by organizing actions and activities that increase engagement
- Generate various major gift reports required for the Foundation
- Prepare presentations and materials required for board members, Museum management, volunteers and donors
- Conduct research on the sector, potential donors and current donors
- Coordinate and follow up on the initiatives set up before and after meetings with potential and current donors (activity reports, stewardship, follow-ups, etc.)
- Work with management to identify, recruit and coordinate volunteer committees and engage board members to carry out canvassing and solicitation efforts
- Ensure high-quality ongoing communication with donors, volunteer committee members and board members
- Validate informational and promotional materials created by the communications team for outreach, solicitation or retention
- Plan and manage the budgets related to the Foundation's programs and follow up with the accounting department
- Stay abreast of best practices in philanthropy
- As required, perform data entry and updates in the database and produce reports
- Develop and participate in prospecting, recognition and stewardship events for the Foundation and the McCord Museum

## Employment Conditions

- Full-time position; Start date: as soon as possible; Occasional work evenings and weekends during events
- Probation period: 3 months; Salary according to the Museum's salary ranges

## Qualifications and Profile Required

- Bachelor's degree in administration or related field; diploma/certificate in Philanthropic Management an asset
- Three years of experience in event management and fundraising; any combination of training and experience will be considered
- Knowledge of English and French (written and spoken); writing skills
- Interest in committees and volunteers
- Knowledge of Microsoft Office Suite and the Windows environment
- Knowledge of CRM databases, an asset
- Ability to establish excellent interpersonal relationships with donors, prospects, volunteers, vendors and colleagues
- Organizational and analytics skills, sense of responsibility
- Autonomy and ability to manage multiple projects at once
- Communication and negotiation skills
- Diligence, ethics and tact
- Focus on customer service and high degree of discretion
- Creativity and ability to work with new approaches and technology
- Good knowledge of philanthropic community
- Interest in culture, history, heritage, and sustainable development

## Why join the McCord Museum's Fondation team?

- Challenging projects, teleworking, flexible working hours; two (2) weeks' vacation for the holiday season and three (3) weeks during the year; four (4) wellness days in the year, group insurance and generous pension plan
- Social and cultural activities; private tours of exhibitions; training opportunities; collaborative and inclusive work environment.

*Diversity is an important value for the McCord Museum, and we encourage all qualified candidates to apply. All applicants are welcome, however we will only contact those retained for an interview.*

Applications for the position will be accepted until **October 16, 2022 (Ref.: #202213E)**. Please provide:

1. **Letter of intent**
2. **Your salary expectations**
3. **Curriculum vitae.** Send to the Human Resources Department by e-mail: [emplois@mccord-stewart.ca](mailto:emplois@mccord-stewart.ca)

For more information on the McCord Stewart Museum,  
please visit: [musee-mccord-stewart.ca](http://musee-mccord-stewart.ca)

We thank all those who will be submitting their applications in advance.



Alexis Walker, Associate Curator, Dress, Fashion and Textiles, preparing for the exhibition *Parachute: Subversive Fashion of the '80s*.

Marilyn Aitken, McCord Stewart Museum



François Vallée, Project Manager, Exhibitions, setting up the *Dior* exhibition.

Laura Dumitriu, McCord Stewart Museum



Anne MacKay, Associate Conservator, and Caterina Florio, Head, Conservation, in one of the Museum's conservation labs.

Marilyn Aitken, McCord Stewart Museum



Joanna Abrahamowicz, Cultural Mediator, during a historical tour.

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The exhibition *Indigenous Voices of Today: Knowledge, Trauma, Resiliences*

Marilyn Aitken, McCord Stewart Museum



The exhibition *JJ Levine: Queer Photographs*

Roger Aziz, McCord Stewart Museum

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