



Musée Holocauste Montréal
Montreal Holocaust Museum

**Major Gift 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 Museum is conducting a Capital Campaign to assure the funding of a new and expanded Montreal Holocaust Museum downtown. The Museum is growing its fundraising department to meet the financial needs of the new Museum.

The Major Gift Officer, reporting to the Capital Campaign Director, will assist in the creation and execution of a visionary strategy to increase campaign, annual and planned giving donors and steward these donors. The Major Gift Officer will participate in managing and structuring the Montreal Holocaust Museum's fundraising strategy and will actively support these efforts. The new MHM will require both a major increase of its annual fundraising goal, and the surpassing of its Capital Campaign goal of \$120 million, which includes a \$25 million endowment. The Capital Campaign has reached \$113.5 million to date.

Responsibilities

Leadership Support:

- Support professional and campaign leadership (Executive Director, Campaign Chair, fundraising team, management staff, Board) of the Museum to assure the coherence and success of the fundraising department. Leadership in planning and decision-making.
- Schedule and support fundraising meetings, and the circulation of information, driving fundraising work forward.

Fundraising & Campaign Development:

- Conduct donor research and develop cultivation plans for donor prospects.
- Working with the Campaign Director and Development Officer, help establish solicitation priorities.
- Cultivate identified prospects and solicit contributions, through materials, meetings and stewardship
- Prepare foundation and corporate gift proposals.
- Provide regular results-based reports.
- 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 gifts progress.

- Create and distribute prospect management reports for leadership and update documents and tracking systems.
- Participate in fundraising event planning.
- Ensure personal, timely, and appropriate recognition of donor support.

Key Attributes and Qualifications

- Bilingual. Bachelor's degree in a related field
- 10 plus years of professional experience in fundraising with a proven track record of success
- Experience with, and/or interest in the Holocaust and human rights fields.
- Extensive knowledge of the Jewish community.
- Network in relevant donor communities
- Proven success in gift identification, cultivation and securing of gifts. Experience in the tracking/monitoring of pledges.
- Superior verbal and written communication skills.
- Marketing skills a plus
- Organization and project management skills.
- Track record of confidentiality and discretion.
- Strong interpersonal and intrapersonal skills.
- Donor-centric approach.
- Flexible
- 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

Competitive salary based on experience and benefits package.

To apply, **please send your CV along with a cover letter before September 1, 2024, to info@museeholocauste.ca with the subject line: Major Gift Officer**

We will only contact those selected for an interview. Thank you for your understanding and consideration.