

POSITION SPECIFICATION



Senior Development Officer, Corporate Partnerships

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Position Overview

Organization: CAMH Foundation: The Centre for Addition and Mental Health

Title: Senior Development Officer, Corporate Partnerships

Reports to: Associate Vice President, Corporate Development, Chris Ide

Location: CAMH Foundation, 100 Stokes Street, Toronto

Is this you?

Would you be invigorated to work for a movement that is leading the charge in breaking down the stigma and discovering the causes and cures for mental illness?

Your peers would describe you as a ‘hunter’, which you would humbly agree. You have a deep network in corporate Canada. You have successfully sought out new relationships for your organization and have found ways to continually engage and involve your partners, all the while securing gifts in the 6-7 figure range.

You are extremely organized and don’t get distracted easily. You know how to effectively identify and foster corporate relationships. You can leverage resources and work cohesively alongside senior volunteers to grow relationships. You have successfully worked in corporate fundraising within the charitable sector and have secured support from corporations and their foundations in the form of philanthropic gifts, sponsorship, cause marketing, and workplace fundraising including third party events.

Your personal rolodex within corporate Canada is impressive and current. You pride yourself in your relationship building (and maintaining) ability. You aren’t afraid of a challenge, in fact, challenges are what keep you going. You have been able to successfully manage corporate relationships of all shapes and sizes.

You are a natural leader with a strong legacy. Your peers would say that you’ve inspired them to be better, do better and reach higher. You are known for your work ethic and want to inspire other fundraisers with your driven and motivational personality and work ethic. You lead through example and set the pace within your current and past organizations. You are a culture-setter who cares about your personal wellbeing and the wellbeing of your team members as much as you care about fundraising.

You have a passion for improving the lives of those living with and affected by mental illness. Not to mention, you want to work with a high performing ‘best-in-class’ team, with a leader who has a strong vision and is highly respected in the sector. You have a passion for lifelong learning and are looking for a place where you can grow both personally and professionally. Does this sound like you?

If so, please read on...

The Organization

CAMH is Canada's largest hospital specializing in mental illness including addictions, and one of the world's leading academic health science centres in the field. By delivering leading-edge treatment, driving research, creating knowledge and advocating nationally, CAMH seeks to inspire a movement for change to ensure any person living with mental illness is restored to fullness of life.

CAMH Foundation is charged with raising and stewarding funds that will enable CAMH to achieve its aspirations and helping to fuel the movement for change. The Corporate Development Team plays a critical role within the Foundation to advance the world's mental health in partnership with CAMH, by deepening support from existing corporate partners and broadening the donor base to attract new corporate supporters focused in the area of sponsorship and engagement, cause marketing, philanthropic gifts and other custom partnership opportunities.

The Position

The Senior Development Officer, Corporate Partnerships (SDO) is a new position at CAMH Foundation. The successful candidate will report to Chris Ide (AVP, Corporate Development) and will work alongside a team of experienced fundraising professionals. The successful candidate will solicit and secure gifts within Corporate Canada at the \$100,000 to \$1 million level, with an annual target of \$2 million, contributing to the ambitious goals of CAMH Foundation that supports their world leading research, their capital needs, and a range of projects to advance care and treatment.

The SDO will be responsible for proactively managing a pipeline of up to 120 prospective donors in all stages of the development cycle. The successful candidate will work closely with senior volunteers, the corporate development team and their colleagues across the Hospital and Foundation. They will develop and implement the cultivation, solicitation and stewardship strategies that provide prospective partners with meaningful opportunities to impact the cause of mental health at CAMH.

The successful candidate will possess a deep passion for the work being done at CAMH and will express a genuine curiosity toward the medicine and breakthroughs being achieved at the hospital.

This is an opportunity for an exceptional corporate development professional to join a growing team that is growing not only in size, but in potential. This is mental health's moment, and with the successful candidate part of the team, the opportunities will be limitless.

Key Accountabilities:

- Develop an understanding of the educational, research, clinical and financial needs and goals of CAMH
- Develop and implement strategies that engage, cultivate, solicit and steward a portfolio of corporate and foundation donors
- Engage with and professionally support senior leadership and volunteers in cultivation, solicitation and stewardship activities

- Lead the development of compelling and strategic fundraising materials including, but not limited to, briefing notes, proposals, sponsorship materials, and stewardship reports
- Engage regularly with CAMH leadership, physicians and staff to identify, cultivate, solicit, and steward corporate partners
- Lead the development and execution of commitments (donations, sponsorship, etc.) from corporations and foundations that have a \$100,000 to \$1 million capacity
- Lead the Foundation's fundraising efforts for certain clinical areas to directly, and indirectly, contribute to CAMH's progress in these areas
- Support the President & CEO and AVP, Corporate Development in the development and execution of commitments (donations, sponsorship, etc.) from corporations and foundations that have the capacity to give \$1 million or more
- Manage a group of 80 - 120 corporate prospects (identification, cultivation, solicitation and stewardship) using a focused and accountable approach of strategy development and implementation
- Identify prospective corporate partners and develop strategies to solicit prospects and steward their gifts, including written materials such as cases for support, proposals, and scripts
- Liaise with other segment and service teams to ensure that corporate fundraising is coordinated with their initiatives
- Liaise with marketing/communications and donor relations teams to develop proposals and stewardship reports
- Liaise with prospect researchers to identify prospects that are appropriate matches for priority areas
- Prepare activity reports (includes: names of donors to recruit/visit, solicitation calls, cultivation calls)
- Maintain accurate, professional and current Raiser's Edge records, actions, and reports.
- Cultivate strong professional relationships with leadership, clinical, administrative and research staff at CAMH
- Work closely with Donor Relations team to determine the best strategies for effective stewardship of corporate partners
- Lead and own the development and publication of all necessary materials, proposals (philanthropic and sponsorship), cases for support, letters, reports and acknowledgements for cultivation and stewardship of partners
- Work with gift processing to ensure that acknowledgements, tax receipts, invitations, and other correspondence are sent in a timely manner
- Work with senior leadership to identify and recruit volunteer leaders
- Supervise, coordinate and effectively engage volunteers in the identification, cultivation, solicitation and stewardship of donors
- Liaise with assigned groups and committees to provide guidance and leadership and ensure adherence to the priority assessment/adjudication process of the Hospital
- Assist in the preparation of an annual plan of measurable goals and strategies (including precise and practical deadlines), to maximize commitments from corporations and foundations to CAMH Foundation

- Provide continuous input on corporate fundraising that can be incorporated into CAMH Foundation's overall plans, including information that can impact other segment and service teams
- Report fundraising activities (includes: names of volunteers to recruit/visit, solicitation calls, cultivation calls, Board calls-preparation for next campaign-give/get) at Corporate team meetings and ensure that these actions are recorded in the Foundation's Raiser's Edge database
- Work with colleagues to plan and execute proposals, and targeted communications for current and potential corporate partners
- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect
- Act as an ambassador throughout the community, positively representing the Hospital and the Foundation
- Be conversant with CAMH Foundation technologies and tools to enable their job
- Abide by the policies and procedures of CAMH and CAMH Foundation
- Maintain donor and CAMH Foundation confidentiality and privacy at all times
- Perform other duties as assigned in order to meet the overall goals and objectives of the Foundation

Our Ideal Candidate

Our successful candidate will have corporate fundraising experience. They ideally will have worked in a healthcare environment and will have worked with senior volunteers. Our successful candidate will be focused on securing new commitments and deepening support from current corporate partners and their foundations that advance CAMH's vision and priorities. Support from corporations and their foundations include: philanthropic gifts, sponsorship, cause marketing, and other partnership opportunities. Our candidate will possess/be:

- A University degree and more than five years of fundraising experience preferably in a large, complex not-for-profit organization such as a hospital or university. A combination of relevant education and experience may be considered
- Experience in a large campaign environment will be preferred
- Commitment to ongoing professional development, a CFRE designation is encouraged
- Demonstrated experience closing gifts of six and seven figures
- Extremely effective interpersonal skills with a professional presence and manner, and capable of exercising independent judgment, initiative and flexibility
- Demonstrated ability to think strategically, work proactively, and manage competing priorities in a complex environment
- Excellent organization, planning and time management skills with exacting attention to detail
- Superb critical and analytical thinking, decision-making and problem-solving skills
- Excellent oral and written communication skills with a demonstrated ability to write effectively and persuasively (specifically need to know what goes into writing a good 'ask')
- Strong computer skills, including experience with Microsoft Office software applications and demonstrated knowledge of Raiser's Edge or equivalent
- A flexible team player able to collaborate with and inspire colleagues and senior volunteers

- Willingness to work flexible hours, including some evenings and weekends

If you are someone who is looking for an outstanding challenge while working with a great team, then what are you waiting for? Apply now by emailing your cover letter and resume to Hilary Fisher at hilary@phcap.ca. Please note only qualified candidates will be contacted.