



Katimavik

We are Hiring !

POSITION	Senior Officer, Private Sector Partnerships
TERM	Permanent, 35-hour work week.
SALARY	\$60 000 to \$65 000 per year.
LOCATION	Head Office, Montréal, QC

This role reports to the Manager, External Relations & Business Development. As the Senior Officer, Private Sector Engagement, you will be responsible for advancing our mission of youth empowerment and community enrichment through strategic fundraising initiatives. This position is crucial in ensuring the sustainability and growth of our programs by securing financial resources that directly support our on-the-ground activities and projects across Canada.

WHO WE ARE

Since its inception in 1977, Katimavik has been a cornerstone of youth empowerment, community enrichment, and the vision for a more inclusive Canada. Guided by our unwavering belief in the potential of today's youth to shape tomorrow's world, we have adapted to emerging challenges while staying true to our founding principles. Being a member of Katimavik staff means embracing excellence, seizing untapped potential, and taking initiative. With robust standards and a vision of remaining a leader in youth empowerment, your contributions are vital for Katimavik to continue making a tangible impact in youth and communities from coast to coast to coast.

WHY JOIN OUR TEAM?

- Be part of a national organization that help shape and develop diverse youth as engaged, caring citizens and capable contributors and leaders for a better Canada.
- Evolve in a dynamic and collaborative environment focused on constant enhancement, fostering understanding, respect, and reconciliation with Indigenous peoples and with Canada's other diverse cultures, regions, and the environment.
- Join a team that knows it can make more in the private sector but is committed to Katimavik's mission which includes acting in ways that benefit others, not just ourselves.



Join our Team

WHAT YOU'LL DO

Develop and Execute Fundraising Strategies (45%)

- Collaborate closely with Directors to understand and determine organizational funding needs.
- Develop and execute a comprehensive fund development plan and related strategies.
- Develop, support and manage fund development and private sector engagement events.
- Research and identify private sector grant opportunities that align with Katimavik's programmatic priorities and geographic focus areas.
- Cultivate private sector partnerships within strategic program project locations.
- Launch and manage Individual Giving and Direct Response campaigns.

Grant Management (40%)

- Research and identify private sector grant opportunities that align with Katimavik's programmatic priorities.
- Work with the CEO to cultivate, solicit, and steward major donors, including high-net-worth individuals, corporations, and foundations in Canada.
- Craft compelling grant proposals and funding applications, including a detailed case for support narrative tailored to private sector funders.
- Create an annual plan which includes major gifts, individual giving, corporate partnerships, corporate sponsorships, and events.
- Manage and execute the reporting requirements for funders.
- Build and manage a database of prospective and current donors, ensuring robust engagement, personalized stewardship strategies, and tracked donor interactions/contributions.

Collaborative Responsibilities (15%)

- Collaborate with communications staff on digital campaigns (we are in the process of upgrading our entire digital presence).
- Evaluate the effectiveness of the fund development and private sector partnership strategies.
- Ensure all administrative tasks related to contracts, reports, and donor communications are completed accurately and on time.
- Maintain the Program Participants' fundraising toolkit and manage Participant training.



Join our Team

ARE YOU THE IDEAL CANDIDATE?

- Fluent in French & English.
- Graduate of a post-secondary program in combination with a minimum 3 years of fundraising experience.
- Demonstrated ability to craft compelling cases for support with persuasive writing skills.
- Experience in nonprofit fundraising, with a record of securing funds from diverse sources.
- Excellent communication and interpersonal skills, with the ability to engage and inspire donors and stakeholders.
- Ability to conduct thorough needs assessments to gauge program resource support needs.
- Strong desktop and in-person research, presentation, and reporting skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Planner) and Salesforce.
- Strong understanding of philanthropic trends and best practices in fundraising, including donor cultivation, stewardship, and recognition strategies.
- High energy and innovative thinking, with a proactive, solutions-focused approach to fundraising.
- You like to re-imagine, visualize, and manifest a better way of doing things.
- You challenge yourself frequently.
- Diversity of work energizes you.
- A Leader in conceiving ideas, you enjoy managing and bringing projects into fruition.
- Someone who identifies as being from an underrepresented community is an asset.

OUR OUTSTANDING BENEFITS INCLUDE

- 15 days per year personal sick time (non transferable from year to year)
- 15 vacation days per year
- Paid time off during the end of year office closer (Dec 25th to Jan 1st)
- All staff receive paid days off for provincial stat days in which any staff member lives (ex: St-Jean is for all staff not only employees based in Québec)
- Health Spending Account, Pharacase Plan, and Long term disability insurance

HOW TO APPLY

Send your cover letter and resume to jobs@katimavik.org. We appreciate all those who apply however, only those who are moving forward in the selection process will be contacted.

Katimavik is an Equal Opportunity Employer committed to the principles of equity and inclusive employment opportunities. Candidates from equity-seeking communities, including but not limited to Indigenous people, people belonging to a visible minority group, and 2SLGBTQIA+ people, will be seriously considered and are encouraged to self-identify in their cover letter.