



TAKE YOUR CAREER
TO THE NEXT LEVEL

CALL FOR APPLICATIONS

Director of Philanthropy
Chez Doris



BNP'S COMMITMENT TO TALENT SEARCHES

BNP Philanthropic Performance is committed to the success of its recruitments, since they contribute directly to strengthening the capacities of our philanthropic ecosystem. In this way, we work both for our customers and for the talents we recruit, in order to create value-creating links and foster lasting relationships, based on a mutual understanding of each party's expectations and intentions.

We adopt the most objective approach possible, and try to eliminate any possible bias in our recruitment tools and processes to ensure that every talent is treated fairly. We guarantee a discrimination-free process. We are also committed to keeping talent informed of their progress through the recruitment process, and to providing them with constructive feedback for their professional development.

CHEZ DORIS

Joining Chez Doris is first and foremost a matter of the heart. Because while the organization offers meals, clothing, financial management support, medical services, a night shelter, and housing solutions, it is first and foremost an invitation to support and empower every woman in a precarious situation to realize her full potential! By joining Chez Doris, you'll be part of a team committed to creating an inclusive and respectful environment, where every woman can find help and comfort without judgment. Chez Doris is constantly expanding, with many exciting projects in the pipeline, and we need passionate people like you to help us continue to make a difference.

PROFIL SOUGHT

The future Director of Philanthropy is known for her **inspirational leadership**, **initiative**, **creativity** and ability to **deal with change**. She is also an **ethical**, **autonomous** individual with excellent **judgment**, **maturity** and **rigor**. In addition, she is **results-oriented**, has strong **organizational skills** and manages **priorities** effectively. Finally, she stands out for her **listening**, **collaboration** and interpersonal **skills**.

WORK LOCATION

1430 Lambert Closse Street, Montreal (near Atwater metro station)

Telecommuting/hybrid work

Chez Doris allows you to work remotely on an occasional basis, while placing great emphasis on face-to-face co-development and team-building opportunities.

FUNCTIONS, EXPECTATIONS AND BENEFITS

Working closely with the Executive Director, the Director of Philanthropy's main responsibility is to increase the Foundation's various sources of funding by developing income streams from institutions, various financial partners, and individuals. She formulates strategies and action plans for all fundraising activities, such as major campaigns and corporate and planned donations, in collaboration with her entire team. She is an influential player in order to develop her network in the sector.

Your future role:

- Lead and inspire the team to achieve philanthropic goals;
- Determine performance objectives for annual activities and ensure their development;
- Identify prospects to target in various fundraising programs and develop communication strategies;
- Develop and implement major campaigns;
- Represent Chez Doris in the media and participate in various events;
- Supervise and collaborate on fundraising activities (writing, solicitation, representation);
- Maintain and respect agreements with partners;
- Continuously review and improve processes;
- Ensure compliance with laws, regulations and ethical standards regarding donations;
- Conduct strategic philanthropic intelligence to identify partnership opportunities;
- Cultivate a motivating and caring work environment;
- Act as a mentor for philanthropy team members;
- Develop a cross-functional vision of individual giving that optimizes results;
- Participate actively in the management committee.

You shall have:

- An undergraduate university degree in a field relevant to the position (any combination of education and relevant experience will be considered);
- At least five (5) years' relevant experience and in-depth knowledge of philanthropy;
- Significant experience in major campaign management and pledge tracking;
- Comfortable using a database (Raiser's Edge, an asset);
- Excellent verbal and written communication skills in both official languages, fluent in English.

In a context of:

- A caring and respectful work environment;
- A full-time position (40 hours) with flexible hours;
- A competitive starting salary of \$100,000 per year;
- A comprehensive and generous benefits package, including:
 - 10 days of reimbursable personal leave
 - Complimentary lunch and personal hygiene products
 - Employer RRSP contribution
 - Paid insurance premiums

HOW TO APPLY

BNP Philanthropic Performance has been mandated by Chez Doris for this recruitment mandate. To submit your interest in this position, please forward your resume to Daniel H. Lanteigne, ASC, C.Dir., CFRE, CHRP by e-mail at talent@bnppperformance.com.

JUSTICE, INCLUSION, DIVERSITY, EQUITY AND BELONGING

Chez Doris and BNP Philanthropic Performance promote diversity and respect for differences. We guarantee a discrimination-free process. Given Chez Doris' mission and clientele, only individuals with a feminine gender or gender expression are invited to apply.

In addition, BNP Philanthropic Performance encourages applications from members of historically under-represented groups, including Aboriginal people (First Nations, Inuit and Métis), ethnic minorities, members of the 2SLGBTQIA+ community and people with disabilities.

If you don't meet 100% of the requirements, we still invite you to apply if the job and organization are aligned with your values, aspirations and enthusiasm. We recognize that people from diverse backgrounds are less likely to apply for jobs if they don't meet all the requirements, and want to help remove this barrier to career progression.

If accommodation is required at any stage of the process, please contact us at talent@bnppperformance.com.

LANGUAGE REQUIREMENTS

In accordance with recent legal provisions regarding language requirements for employment, Chez Doris requires proficiency in a second language other than French, i.e. English. This requirement is based on internal validation and the operational needs of the position.

CONFIDENTIALITY AND PROFESSIONAL ETHICS

All information received will be treated confidentially, and only successful candidates will be contacted. The recruitment process is carried out by a specialized team of members of the Ordre des conseillers en ressources humaines agréés. BNP Philanthropic Performance respects the highest standards of professional ethics and complies with the Ordre's *Code de conduite – Conseillers en recherche de cadres* and *Code de déontologie*.

TRANSPARENCY OF THE RECRUITMENT PROCESS

We pride ourselves on making our recruitment process transparent to both our clients and talent. As part of the process agreed upon with Chez Doris, the following are the expected steps.

Submitting your application

Send your resume to talent@bnppperformance.com. Your application will be reviewed quickly and you will be contacted if you meet our client's expectations.

Exploratory interview

We will contact you to schedule an exploratory interview to discuss the organization, the position and your track record.

Recommendations to the client

Following various interviews, a list of potential candidates will be presented and discussed with the client who will identify the people who will move on to the next step.

First selection interview

An initial structured interview will take place with a recruitment committee.

Taking references

Following your authorization, Chez Doris will contact your references to discuss your past experiences.

Background check

Given the position and the organization, it is expected that a background check will be conducted, if you are the successful candidate for the position.

Job offer

Finally, a job offer, or contract will be written and presented to you, if you have the job with Chez Doris.

These steps could be adjusted according to the context and the evolution of the process. If your application is not successful, we will follow up with you.