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*Last Updated: (May 2019)*

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| **JOB POSTING** |
| **Title:** Transformational Investment Capacity (TIC) Development Officer  **Department:** Fundraising  **Reports to:** Principal Gifts Senior Manager  **Position status:** Temporary contract, full-time, 37.5 hours/week, 6 months  **Location:** Toronto, ON  **Start date:** ASAP  **Salary:** $64,308, prorated to contract length |
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| **BACKGROUND**  MSF Canada’s Fundraising Department is responsible for raising private funding from individuals, corporations and foundations to support our operations in the field and our activities in Canada. The department now generates over $60 million annually. The fundraising team is located in Toronto and works in collaboration with suppliers and vendors across Canada.  The Transformational Investment Capacity (TIC) is an international initiative that allows MSF to invest in transforming our ability to address the medical and humanitarian needs of vulnerable populations around the world. The TIC funds large scale projects and smaller incubator ideas that can scale across MSF to improve the way we do our work. |
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| **POSITION OBJECTIVE:**  MSF Canada seeks an aspirational, imaginative and versatile fundraiser to build and develop the fundraising strategy for the TIC in Canada, as well as raising funds from Canadian supporters, and capitalizing on innovative philanthropic opportunities to support MSF’s life-saving work.  The TIC Development Officer will also be responsible for building and implementing fundraising tools to support the TIC’s revenue stream development. These tools will be shared with, and used by, other MSF offices internationally. |
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| **DUTIES AND RESPONSIBILITIES:**  **International Fundraising for the TIC (25%)**   * In collaboration with other MSF offices, lead the development and creation of all TIC fundraising assets, including but not limited to processes, tools, proposal templates, stewardship reports, marketing materials etc. * Support the international TIC fundraising assessment   **MSF Canada TIC Fundraising (75%)**   * Coordinate the short and long-term strategic and operational planning and positioning for the TIC’s development in conjunction with MSF Canada’s Principle Gifts fundraising team and the TIC leadership team * Secure significant philanthropic support for TIC from individuals, foundations and corporations * Build a pipeline of high value prospects via the various assets, channels and networks available through personal networks and the MSF movement internationally: identifying those with a strong alignment to TIC projects, engaging with them through written contact and face-to-face meetings/ presentations, soliciting and closing gifts, and nurturing donor relationships to uncover new partnership opportunities in consultation with MSF colleagues, develop and assist in the execution of cultivation, solicitation and stewardship strategies for MSF’s TIC donors and prospects * Lead and facilitate meetings between donors and MSF representatives (including the TIC team, Executive Director, the Director of Fundraising, and MSF Canada board members) * Maintain an up-to-date and deep knowledge of TIC projects as well as MSF’s mission, leadership and strategic direction for discussion with donors and prospects * Comply fully with MSF’s donations acceptance policies * Ensure all activity is tracked appropriately and keep accurate records on the Raiser’s Edge database * Liaise with the Prospect Researcher to prepare tailored briefing notes for top prospect meetings * Other duties as needed |
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| **QUALIFICATIONS/JOB REQUIREMENTS**  **Education and experience**   * University or College degree * 5+ years successful experience in a major gift/corporate fundraising senior position with proven experience in relationship management and demonstrated success in securing annual five-figure gifts * Demonstrated success working with high level executive and board level members in a strategic manner supporting fund development * Fluency in English language required, bilingual (French) fluency preferred (both written and oral) * Previous successful experience in fundraising for innovation projects will be an asset * CFRE and Raiser’s Edge certification would be assets   **Skills and competences**   * Strategic mindset * Results oriented * A solid understanding of the fund development process and moves management, particularly as relates major gifts and corporations * Exceptional communication skills: written, oral and non-verbal, including presentation and public-speaking skills * Excellent time management and organizational skills * Proficiency with MS Office (Word, Excel and PowerPoint) and databases (Raiser’s Edge) * Able to understand complex information and convey it to prospective donors * Able to handle a large volume of work under pressure while maintaining a sense of humor and keen attention to detail * Emotionally intelligent with tact, diplomacy and polish * Flexible amid changing demands * A motivated self-starter * A team player who displays initiative * A strategic thinker with understanding of the charitable sector * An enthusiastic advocate for MSF and the humanitarian and innovation sectors * A solid understanding/ knowledge/ network in industries intersecting with technology/innovation sectors: CSR, social impact funding, venture philanthropy, corporate giving interests |
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| **CONTACTS:**   * Manager of Strategic Donors * Corporate/Foundation Officer * MSF Canada TIC Team * MSF Canada donors and prospects |
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| **PHYSICAL DEMANDS:**   * Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), but this may vary. Sometimes it is necessary to work evenings, weekends or holidays * Domestic and international travel, jetlag * Duties require long hours sitting in front of a computer/laptop screen * The office environment is open concept and workspace may be shared with office colleagues * Work station consists of table and swivel chair |
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| **TRAVEL REQUIREMENTS:**   * Travel to other MSF offices as needed * 30% within Canada for representation |
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| **BENEFITS:**  Benefits include access to a generous Health Spending Account, Group Insurance, RRSP contributions – based on employment status, Long-term / Short-term Disability, starting 4 weeks’ Vacation/year, Flexible work hours, Relocation packages based on eligibility, Professional Development budget, Employee Assistance Program, and a positive and innovative office culture grounded in our core values of humanity, integrity and results. |
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| **INFORMATION AND APPLICATION:**  **Interested candidates are invited to apply by visiting -** [**MSF Canada Work in Our Offices**](http://www.msf.ca/en/work-in-our-offices)  Please be sure to include references and a letter of motivation as a part of your application.  The deadline for applications is June 25, 2019, 9:00 AM, EDT.  NOTE: Applicants must be legally permitted to work in Canada to be considered. We thank you for your interest; please note only shortlisted candidates will be contacted.  MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we’re committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.  Note: Applicants who have questions regarding accommodation and accessibility can send questions/concerns to Phone: 1-800-982-7903 ext: 3454 |