

Impact Starts at [UNICEF Canada](#)

JOIN OUR TEAM AS DEVELOPMENT MANAGER (QUEBEC)

Are you an **expert fundraiser and relationship manager** based in Quebec looking to use your expertise to make a direct impact on the lives of children?

Consider joining **UNICEF Canada** – one of Canada’s most respected and historic charities – and **be part of a high-impact, mission-driven team** working across Canada and globally to create a better world for children. UNICEF Canada is seeking to recruit a talented, high-performing, and bilingual (English & French) individual in the role of **Development Manager (Quebec)**

Position Details

Position Title	Development Manager (Quebec)
Employment Type:	Permanent, Full-time
Reports to:	Director, Development (Major Gifts)
Direct Reports:	None
Salary Range:	\$63,500 to \$77,500 annually with benefits and 3 weeks paid vacation
Work Location:	Montreal
Work Environment:	UNICEF Canada currently operates under a Flexible-Hybrid model that requires team members to attend the office at least 2 days/week. NOTE: This role will require travel across Quebec and some travel to UNICEF’s Toronto head office.
Additional Notes:	This position is bilingual (English & French). This position is new and vacant.

Why UNICEF & UNICEF Canada?

UNICEF is the world’s farthest-reaching humanitarian organization for children.

Across 190 countries and territories, and in the world’s toughest places, we provide and advocate for education, health and nutrition services. Protect children from violence and abuse. Bring clean water and sanitation to those in need. Keep them safe from climate change and disease. Serve as the world’s largest provider of vaccines. Before, during and after emergencies, we’re on the ground with life-saving help and hope. The needs of children around the world continue to increase and the role of UNICEF is more important than ever.

UNICEF Canada is one of 32 National Committees (NatComs) located in high-income countries around the world. Our team exists to fundraise for UNICEF’s highest priorities, and to work neutrally with governments and the private sector in Canada and internationally to advance the rights and well-being of children and youth.

As UNICEF Canada prepares to launch a bold new Strategic Plan in 2026, a key priority will remain on raising funds to support children around the globe. **Be part of this next phase of impact!**

Position Description

UNICEF Canada is seeking to recruit a talented & high-performing individual in the role of Development Manager as part of our Major Gifts team that will actively contribute to UNICEF Canada's mandate as the world's leading child rights organization.

Reporting to the Director, Development (Major Gifts), the Development Manager manages a portfolio of major donors and high-value prospect relationships across Quebec, with a specific focus on Montreal. The role involves leveraging existing relationships and identifying, cultivating, and soliciting new major donors (\$10,000+) and high-value prospects (\$100,000+). The Development Manager is responsible for securing over \$1 million in revenue annually through strategic stewardship, engagement, and solicitation of individual and family foundation donors.

In collaboration with the Senior Officers of Stewardship and Operations, Cultivation and Operations, and the International Programs team, the Development Manager oversees development of compelling & customized proposals for donors. With support from the Director of Development, Major Gifts, this role also works with the Prospect Researcher to manage a donor pipeline, focusing on identifying transformational prospects and securing multi-year commitments. The Development Manager works closely with key UNICEF Canada teams including Development, Operations, Events, Corporate Partnerships, Individual Giving, Brand & Marketing, and our Board to integrate donors across UNICEF Canada campaigns & initiatives, enhancing overall giving & engagement.

Key Accountabilities

Revenue Generation through Major Donor Fundraising (80%)

- Manage a portfolio of major donors and high value prospects, from identification to solicitation and stewardship through meetings, strategic cultivation and targeted events and engagement opportunities in Montreal and area.
- Identify, cultivate and solicit additional individual and Family Foundation donors based in Quebec; provide stewardship to current donors, renew and upgrade gifts, and build relationships with new prospects, with a focus on multi-year and \$1M+ transformational commitments.
- Support the stewardship and engagement of regional Board members, strategically leveraging their networks to identify and cultivate new prospects as appropriate.
- Actively contribute to the development of the \$1M+ transformational giving pipeline through prospecting and moves management to help meet activity targets, revenue goals and support long-term planning.
- Support the development of bespoke proposals in coordination with the Senior Officer, Cultivation and Operations and International Programs around humanitarian emergencies and other UNICEF programs.
- Help drive sustainable revenue growth through strategic fundraising initiatives to raise unrestricted and thematic funds, while maximizing fundraising opportunities during emergencies and through earmarked giving opportunities.
- Establish and execute annual stewardship and recognition plans for major donors and high-value prospects that positions UNICEF as a charity of choice in offering meaningful and tailored engagement journeys, with support from the Senior Officer, Stewardship and Operations and in coordination with the Communications team.
- Work with all other departments to ensure high value partnerships are understood, prioritized, aligned and leveraged throughout the organization.
- Leverage organization-wide events and moments looking for opportunities to increase fundraising revenues.
- Actively attend local, regional and community events or activities to build UNICEF's high-value donor network in Quebec and optimize prospecting and cultivation activities.

- Collaborate with other high-value channels to execute strategies in line with the Development team's priorities to advance major donor relationships toward new and increased revenue generation opportunities.

Planning, Operations & Administration (20%)

- Support the Director of Development in the execution of relevant sections for the multi-year Joint Strategic Plan (JSP) and the Annual Operating Plan (AOP) for the team and ensure integration across the organization, including consultation on revenue, expense and activity planning for the Quebec market.
- Support the Director of Planned Giving and Legacy with day-to-day estate administration and follow up on inquiries in French as needed.
- Manage, input, update and maintain a sightline on revenue opportunities, including solicitation planning, execution and documentation in the database.
- Support the development and execution of organizational priority and fundraising initiatives and strategic engagement activities to deepen donor relationships and increase giving.
- Maintain an up-to-date and deep knowledge of UNICEF's work, leadership and projects for discussion with donors and prospects.
- Ensure that the Raiser's Edge database is kept updated with accurate information on major donors and campaign prospects for weekly reporting.
- Undertake travel and attend UNICEF fundraising events (sometimes during the evenings and weekends), as required.

Additional Qualifications

- A university degree or college diploma in a related discipline.
- Five (5) plus years of relevant work experience in fundraising, sales or account management in either the public or private sector.
- Exceptional relationship management skills.
- Tact, diplomacy and strong judgement are essential
- Proven ability to make strategic decisions through ambiguity and a high tolerance for complexity
- Ability to prioritize, manage multiple priorities and maintain focus on donor relationships
- Experience working with senior leadership, board volunteers and UHNW donors and prospects.
- Experience tracking relationships and running reports with Raiser's Edge database management.
- Superior verbal and written communication skills, including public speaking.
- Excellent computer skills (Microsoft Office).
- A valid driver's license with a vehicle, or access to vehicle.
- Fluency in French is required (both written and oral)
- The ability to communicate effectively, work in a collaborative environment, be strategic, detail-oriented, resourceful and cost efficient to drive new initiatives or enhance existing programming.

An Employer of Choice: What We Offer

UNICEF Canada is where **diverse talent & passion** come together to create **extraordinary impact** for every child. We are committed to being an employer of choice and building a culture that is inclusive, ambitious, compassionate, and high impact.

Members of the UNICEF Canada team have access to the following employee benefits:

A ROBUST COMPENSATION PACKAGE	<ul style="list-style-type: none"> ✓ Extended Health/Dental benefits, Healthcare Spending Account, and Wellness Account ✓ Life, AD&D, & Long-Term disability insurance coverage ✓ Employer match contributions (5%) to a Group Pension Plan ✓ Access to parental leave top-up
A COMMITMENT TO WELLNESS	<ul style="list-style-type: none"> ✓ Flexible-hybrid work environment to support the work-life integration needs of our team ✓ Minimum 3 weeks of annual vacation (increases with time served) & 1 additional day per year of service (max 30) ✓ 10 paid sick days & 2 personal days ✓ 9 to 11 employee wellness days – an additional series of pre-set days off, given annually to further extend long weekends ✓ Discounted rate for a GoodLife gym membership ✓ Access to an Employee and Family Assistance Program
A CULTURE OF LEARNING & GROWTH	<ul style="list-style-type: none"> ✓ Access to a comprehensive global learning platform with over 1600 courses, webinars & resources ✓ Internal leadership development, training, & mentorship programs that integrate Anti-Racism and diversity, equity, and inclusion principles ✓ Opportunities to access both local & global stretch assignments
AN INCLUSIVE & PURPOSE-DRIVEN WORKPLACE	<ul style="list-style-type: none"> ✓ Centrally located head office in mid-town Toronto with satellite offices in Calgary & Montreal ✓ Easily accessed by public transit and a short walk from several parking locations ✓ Inclusive & accessible co-working and meeting spaces designed to foster purpose at every turn and accommodate the diverse needs of employees
A CHANCE TO DO MEANINGFUL & LIFE-CHANGING WORK	<ul style="list-style-type: none"> ✓ Under the leadership of a dynamic, accomplished, and experienced executive leadership team, you'll be part of a diverse & talented Canadian team committed to creating meaningful impact while fostering an inclusive and supportive work environment. ✓ You'll join a global UNICEF family with a shared commitment to impact the lives of children

Our Commitment to Inclusive Workplaces & Recruitment

UNICEF Canada is an inclusive workplace and is committed to championing diversity, equity, inclusion, and accessibility. Requests for accommodation can be made at any stage of the recruitment process.

At UNICEF Canada, we believe strongly in personal connections, and our hiring process is entirely human-driven. We do not use AI or automated systems to review applications or conduct interviews. Each candidate is evaluated by our experienced team to ensure a fair and thoughtful hiring experience.

How to Apply

Please submit your resume and cover letter as one document to careers@unicef.ca by **11:59 PM EST on Friday, August 29, 2025**. Please include your salary expectations in your cover email and reference the **Development Manager** in the subject heading.

UNICEF Canada thanks all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted. Consistent with our Child Safeguarding Policy, all successful candidates must receive clearance by a police background check (including a vulnerable sector screen).



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.



**EMPLOYER
PARTNER**

