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Position: Manager, Recognition and Stewardship  
Status: Permanent position (35 hours per week)  
Location: Glen site of the MUHC, E.S1.0647 – 3 days on site, 2 days remotely

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The MUHC Foundation is seeking a dynamic and results-driven individual to join our team as the Manager of Recognition and Stewardship. This role is crucial for organizing and executing recognition events that acknowledge and celebrate the contributions of our donors and supporters, and building and executing a comprehensive Foundation-wide stewardship plan that engages donors by showcasing them the impact of their donations and builds a strong sense of community that fuels our fundraising.

## KEY AREAS OF RESPONSIBILITY

- Stewardship:
  - Build and execute a comprehensive Foundation-wide stewardship plan and process for large gifts ensuring the delivery of on-time and regular impact reports as well as other initiatives that fosters relationship building with major donors.
  - Develop relationships with key donors and stakeholders ensuring needs are met and their preferences and expectations for recognition events understood and tracked to constantly build on success.
  
- Event Planning and Execution:
  - Plan, coordinate, and manage recognition events, ensuring a seamless and memorable experience for donors. This includes everything from donor plaque unveilings within the MUHC to special internal ceremonies thanking donors or doctors who support the Foundation.
  - Collaborate with internal teams and external vendors to manage all aspects of event logistics, including venue selection, catering, audiovisual requirements, and more. Work with the hospital to ensure all logistics and criteria are met and followed.
  
- Donor Engagement:
  - Develop strategies to engage donors through events, creating opportunities for meaningful interactions and connections.
  - Ensure that recognition events align with the organization's mission and values, reinforcing the impact of donors' contributions.
  
- Fundraising Integration:
  - Work closely with the Major gift team to integrate events and stewardship initiatives into broader fundraising campaigns and initiatives.
  - Identify opportunities to leverage events for donor cultivation, stewardship, and solicitation.
  - Collaborate with major gift officers to tailor events to the needs and interests of high-value donors.



- Staff Engagement:
  - Working closely with communications and marketing develop and implement strategies to instill a sense of philanthropy and community among hospital staff.
  - Create engaging campaigns and initiatives that highlight the impact of staff contributions on the hospital's mission and goals.

## REPORTING STRUCTURE

- Reports to the Vice-President, Communications and Marketing
- Has one direct report, that of a Junior Coordinator

## PERFORMANCE STANDARDS

**For all activities the Manager of Recognition and Stewardship must:**

- Communication and Marketing:
  - Collaborate with the communications and marketing team to develop promotional materials and marketing strategies for events.
  - Utilize various channels, including social media, hospital's intranet, and Foundation newsletters, to promote events and engage the donor community.
- Data Management:
  - Maintain accurate and up-to-date records of all recognition events including donor attendance, preferences, and interactions.
  - Provide post-event analysis and reports to assess the success of each event and gather feedback for improvement.
- Data Tracking and Reporting:
  - Maintain accurate records of all stewardship initiatives, and staff initiatives and giving activities.
  - Provide regular reports on staff participation, fundraising progress, and the impact of staff contributions. Develop relationships with key hospital department to facilitate reaching the wider audience of the MUHC.
- Budget Management:
  - Develop and manage budgets for recognition events and stewardship initiatives, ensuring efficient use of resources and adherence to financial guidelines.

## QUALIFICATIONS AND CHARACTERISTICS

- Bachelor's degree in Event Management, Marketing, Communications, or a related field.
- Proven experience in related field, event planning and coordination, with a focus on fundraising events.
- Strong communication and interpersonal skills.
- Familiarity with fundraising principles and strategies.
- Ability to work collaboratively with cross-functional teams.
- Detail-oriented with excellent organizational and time-management skills.
- Available to occasionally work flexible hours including some evenings and weekends.
- Oral and written communication skills in both French and English.

**Fondation  
du Centre universitaire  
de santé McGill**



**McGill University  
Health Centre  
Foundation**

- Interested Applicants send your CV to: [michelle.falardeau@muhc.mcgill.ca](mailto:michelle.falardeau@muhc.mcgill.ca)