



## JOB DESCRIPTION

### Senior Partnership Specialist, Corporate and Media Humanitarian Coalition

*[Titre en français : Conseiller principal, conseillère principale - Développement partenariat stratégique]*

#### Location:

- The position is based in Ottawa, with occasional travel to Toronto, Montreal and other locations as required. Remote work will also be considered for the right candidate.

#### Position Type:

- Full-time (37.5 hours per week) contract for one year, with possibility of renewal.
- Salary commensurate with experience and qualifications.

#### The Organization:

- The Humanitarian Coalition (HC) brings together 12 leading aid organizations to provide Canadians with a simple and effective way to help during international humanitarian disasters.
- Humanitarian Coalition members include: Action Against Hunger, Canadian Foodgrains Bank, Canadian Lutheran World Relief, CARE Canada, Humanity & Inclusion, Islamic Relief Canada, Médecins du Monde, Oxfam Canada, Oxfam-Québec, Plan International Canada, Save the Children Canada, and World Vision Canada.
- Member agencies join forces to raise funds, partner with the government, and mobilize media, businesses and individual Canadians. Together, we are saving more lives.
- CARE Canada is a founding member of the Humanitarian Coalition and administers Human Resources on behalf of the Coalition. Visit [www.humanitariancoalition.ca](http://www.humanitariancoalition.ca) for more information.

#### Position Description:

- Reporting to the Executive Director of the Humanitarian Coalition, the Senior Partnership Specialist is responsible for identifying, cultivating, developing and stewarding strong relationships with current and future corporate and media partners to sustain and grow the capacity of the HC to mobilize the public and raise more funds for its members' humanitarian work.
- The Senior Partnership Advisor will work in close collaboration with HC colleagues and members to develop and carry out the HC's partnership strategy.
- The position requires professional-level communication skills (written and oral) in English, with functional proficiency in French (written and oral). The HC's primary operations are in English.

## **Responsibilities and Duties**

- Establish formal partnerships with media and private sector organizations that translate into increased public mobilization and fundraising results during humanitarian appeals;
- Develop and enhance the HC's partnership strategy and plan to align with the current multi-year strategic plan and annual operational work plans;
- Implement a prospect pipeline and portfolio "moves management" process, including:
  - Prospect research, identification and clearance;
  - Strategy and case development;
  - Creating compelling marketing tools and approaches;
  - Tailored prospect engagement, cultivation, development, recognition and stewardship;
  - Documenting, tracking and reporting on metrics and insights for success.
- Initiate, plan and coordinate visits/meetings with prospective and current partners, leveraging HC assets and contacts;
- Carry out autonomous outreach and cold calling as appropriate;
- Ensure detailed, clear and current profiles and briefings are prepared prior to key prospect meetings;
- Ensure the donor database system (Donor Perfect) is fully utilized to effectively enter, track, analyse and retrieve partner and prospect relations information;
- Champion innovation to meet the complementary needs of HC partners and members, ensuring the HC delivers value to its partners;
- Ensure partners are recognized and stewarded for their engagement with the HC;
- Ensure readiness for HC joint appeals, and collaborate with HC staff and members in partner outreach and mobilization during humanitarian crises;
- Engage in ongoing learning and development on new and emerging trends in corporate partnership and shared value through cross-sector collaboration;
- Develop and maintain effective working relationships with all stakeholders within HC member organisations.
- Promote harmonious and productive working relationships as a member of the HC team, supporting colleagues in meeting our collective goals and targets.

## **Skills, Experience and Qualifications:**

- Post Secondary Education in related field;
- Minimum 5 years of fundraising experience with demonstrated success in major corporate and media partnerships and/or major gift fundraising;
- Excellent written and verbal communication skills (professional-level English, with proficiency in French), including strong presentation skills;
- Proficient with Microsoft Office suite of software (Outlook, Word, Excel, PowerPoint) as well as database management, analysis and report generation.
- A self-starter, able to work with minimal supervision, as well as a strong team player committed to the mission and values of the HC;
- Demonstrated track record of project planning, management, problem-solving and multi-tasking;
- Excellent customer service and relationship management skills;
- Ability to handle sensitive and confidential information appropriately and with discretion; commitment to the AFP Code of Ethics and Donor Bill of Rights;
- Cultural sensitivity, empathy, and ability to work under stress;

- Familiarity and experience with the Canadian media and business landscape;
- Knowledge or experience of international development or humanitarian work;
- Availability for occasional travel.

**How to Apply:**

- All applications should be made online by February 28th, 2021 at the [enclosed link](#)
- All applicants must be eligible to work in Canada.
- We thank all applicants in advance. However, only those selected for an interview will be contacted.
- The Humanitarian Coalition is committed to employment equity, welcomes diversity in the workplace and encourages applications from all.