

Job Posting

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 42,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for a Philanthropy Officer

Posting #:	2022-54
Department:	Foundation for Advancing Family Medicine
Division:	Foundation for Advancing Family Medicine
Reports to:	Executive Director, Foundation for Advancing Family Medicine
Classification:	Support Staff
Status:	Full-Time, Permanent
Job Family:	Professional/Knowledge Worker
Full Time Equivalent:	1.0
Bilingual (English/French):	Yes/No
Salary Range:	Min \$82,736.80 Mid \$103,421 Max. \$124,105.21

Summary

This position serves the core operational goals of the FAFM, to raise funds in support of CFPC's priority initiatives. The Philanthropy Officer works closely with the Executive Director to plan and lead the implementation of fundraising development initiatives. More specifically, the Philanthropy Officer contributes to the design of the annual development plan and is responsible for leading its implementation and monitoring. In addition, this position is responsible for implementing ad-hoc initiatives

Main Responsibilities

- Contributes to the design, implementation, and execution of all fundraising activities.

- Performs in consultation with the Executive Director, who assumes responsibility for discreet portions of the portfolio in the implementation phase, the Philanthropy Officer will also involve Board Members and a number of internal and external stakeholders in the execution of these duties.
- Drafts a case for support for each of the initiatives requiring philanthropic support.
- Organize and maintain a calendar of activities.
- Utilize moves management to cultivate, solicit and steward donors and gifts.
- Manages a portfolio of donors providing recurring annual gifts.
- Assumes direct responsibility for the cultivation, solicitation and stewardship of donors giving up to \$1,000 a year, while maintaining ongoing contact with the Executive Director to enable comprehensive monitoring of strategies and results.
- Manages ongoing and special fundraising activities, such as the annual giving campaign and ad-hoc appeals.
- Contributes to identifying and qualifying prospects making use of the fundraising database and other tools and in consultation with the Executive Director.
- Develops grant proposals and is responsible for researching grant opportunities relevant to priority initiatives based on a number of criteria agreed upon in consultation with the Executive Director
- Connects with grantor and project stakeholders.
- Drafts reports as required.
- Manages grant expenditures, when appropriate
- Support the team and collaborate with colleagues to ensure departmental needs are met including absence coverage and cross-training as required
- Demonstrate behaviours aligned with the CFPC Values in Action

Requirements

- Bachelor's degree in Humanities or business, required.
- 5 years of experience engaging with donors and building connections for investment to achieve ambitious outcomes, required.
- Post-Secondary Fundraising Management certificate, preferred.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English, required.
- French is an asset
- Advanced attention to detail, ability to take initiative, ability to work in a professional manner with all levels of staff and external parties, required
- Advanced ability to cultivate partnership with executive, government, donors/prospect and volunteers, required
- Advanced organizational skills and ability to work independently, required.

Working Conditions

This role is based in Mississauga and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time.

On September 22, 2022, our Executive Team announced that we will move towards becoming a hybrid nationally distributed (pan-Canadian) organization. By "hybrid" we mean that we will work and meet remotely for our routine tasks and will make efforts to connect in person when the work/discussion warrants in person interaction. We also recognize that to maintain culture, teams, and cohesive working environment, we will need to come together for purposeful in person discussions. When we come together in person, we may do so through the permanent space we hold or through partners' space. There is much work to be done and specifics to be ironed out, but we are moving towards being a nationally distributed (pan-Canadian) organization with hubs distributed across the country and unified by strong branding. Work style follows function, with staff benefitting from flexibility that is informed by the nature of their roles/tasks and is rooted in options and dependent on the need of the work and business unit leads. This would be embedded in policies and principles.

While we examine implications (using a framework) for various teams across the organization, staff will continue to work remotely (or work in our office in Mississauga). In person attendance in the office and at offsite meetings

remains voluntary, although there may be policies and/or procedures that require regular in-person attendance introduced in the coming weeks. Unless otherwise identified, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

There's a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC). If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the posting# 2022-53 to: careers@cfpc.ca by November 9th, 2022.

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity or expression. The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.