

Job offer
Director of
Strategic
Development

October 2024



Job Offer | Director of Strategic Development

- **Type of Position:** Full-time, 35 hours/week, two (2) year contract, renewable
- **Duration:** January 2025 – December 2026, with the possibility of renewal or repositioning
- **Location:** Hybrid model (in-person and remote work), travel required within Quebec and across Canada
- **Start Date:** January 2025

About the Foundation

As a grant-making foundation active in Quebec since 1990, the Foundation fulfills its mission by:

- Financially supporting innovative projects and initiatives with high potential for innovation;
- Contributing, through its support and the guidance of its staff, to increasing the capacity of communities and organizations seeking assistance;
- Investing its financial assets in a solidarity-based and socially responsible manner;
- Forming alliances with networks and organizations that share its values and common concerns.

Job Description

The Béati Foundation is at a pivotal moment in its development and seeks to increase its support for the groups it assists while reinforcing the coherence between its strategic objectives and ethical values. In this context, it is looking for a **Director of Strategic Development** to manage and deploy its philanthropic strategy across Quebec and Canada, particularly for the Relais Program, and to support the team in ongoing developments.

The successful candidate will work closely with the General Management; together, they will focus on developing partnerships to ensure the sustainability of the program. This strategic position includes coordination with partner foundations, oversight of fund transfers, and evaluation of the program, strategies, and outcomes of funded projects. The individual will be responsible for the financial viability of the program and will play a key role in strategic decision-making to ensure its sustainability. Reporting directly to the General Management, they will also represent the Foundation to partners while ensuring rigorous management of risks associated with fund distribution.

Main Responsibilities

- **Strategic Management of the Relais Program:** Ensure the establishment, development, and overall management of the new Relais program, including coordination with partner foundations.
 - **Strategic Development:** Develop, implement, and monitor the philanthropic partnership strategy in alignment with the Foundation's action plan and new strategic vision.
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- **Project Monitoring:** Ensure that projects and groups supported by the Relais program align with partner objectives, follow up, and establish selection committees as needed.
- **Financial Viability:** Guarantee the financial viability of the Relais program and manage risks associated with fund distribution.
- **Budget Oversight:** Monitor and update the annual budget and strategic plan, including necessary financial controls.
- **Partnership Management:** Develop and maintain strong relationships with foundations, philanthropic investment funds, and other strategic partners.
- **Production of Tools and Policies:** Design and implement the tools, resources, and organizational policies necessary for executing the strategy.
- **Representation and Strategic Decision-Making:** Represent the Foundation to partners and play a key role in strategic decision-making to ensure the sustainability of the Relais program.
- **Reporting and Strategic Advisory:** Prepare necessary reports for general management, committees, and the board of directors, and advise management on necessary strategic adjustments.
- **Participation in Events:** Represent the Foundation at philanthropic events in Quebec and across Canada.

Skills and Qualities Sought

- **Strategic Leadership:** Ability to lead with vision and rigor in complex contexts, ensuring the sustainability of programs and projects.
- **Analytical Skills:** Expertise in impact assessment, report production, and formulating recommendations based on reliable data.
- **Rigorous Management:** Strong skills in project management, budget oversight, risk management, and financial monitoring.
- **Communication Skills:** Mastery of interpersonal and institutional communications, with the ability to influence and build strong partnerships.
- **Organization and Autonomy:** Strong organizational skills and ability to manage priorities in a hybrid environment.
- **Bilingualism:** Excellent proficiency in French and English (written and oral) to work effectively across Quebec and Canada.
- **Mobility:** Availability for regular travel within Quebec and Canada.
- **Understanding of the Philanthropic Sector:** Deep understanding of philanthropic ecosystems and Canadian nonprofit organizations.
- **Knowledge of Social Issues:** Good understanding and critical analytical capacity regarding social and political issues and societal transformation approaches.
- **Proficiency in Technological Tools:** Proficient in the Office 365 environment, AI conversational tools, and platforms such as Asana and Calendly.

Additional Assets:

- Knowledge of GBA+ Approaches (Gender-Based Analysis Plus) and principles of Justice, Equity, Diversity, and Inclusion (JEDI).
 - Familiarity with Social Justice Approaches.
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- Ability to visually represent ideas, concepts, and results using tools like Canva, Illustrator, or others, to communicate clearly and impactfully to diverse audiences.

Minimum Requirements

- Master's degree in management, finance, philanthropy, social sciences, social innovation, or a related field. An equivalent combination of education and relevant experience will also be considered.
- Minimum of 5 years of experience in similar strategic roles in philanthropic development or financial program management.
- Proven experience in managing philanthropic partnerships and supervising impactful projects.
- Mastery of ethical, strategic, and financial risk management, program evaluation, and budget monitoring.
- In-depth understanding of the philanthropic context and social justice issues in Quebec and Canada.

Working Conditions

- **Contract:** 2 years, with the possibility of renewal or repositioning.
- **Schedule:** Full-time, 35 hours per week (flexible).
- **Work Location:** Hybrid model with remote work and in-person presence at offices in Montreal (near Peel or McGill metro stations); presence in the office 1 to 2 days per week.
- **Compensation:** Competitive salary indexed annually, between \$99,193 and \$111,643 annually, depending on experience and qualifications, with the possibility of a bonus after 6 months.
- **Benefits:**
 - Retirement plan
 - Collective insurance (health, disability, dental)
 - 20 annual vacation days, 10 sick leave days, office closure between December 25 and January 1 (offered leave), 3 days of solidarity leave to care for oneself, others, or social movements
 - Flexibility for work-family or work-engagement balance

How to Apply

Interested candidates are invited to send their curriculum vitae along with a cover letter detailing their experience and vision for strategic development to the BÉATI Foundation, no later than **November 11, 2024, at 5 PM**, by email to: rh@fondationbeati.org

Letters of reference and samples of work may also be included in the application.

We thank all individuals who submit their application. Only candidates selected for an interview will be contacted. References will be requested.

Commitment to Equity, Diversity, and Inclusion

In line with its mission and committed to ensuring better social representation and a diversity of perspectives within its team, the BÉATI Foundation particularly encourages applications from individuals from underrepresented groups seeking equity, including (but not limited to) Black, Indigenous, and racialized individuals, members of LGBTQ2S+ communities, as well as individuals living with one or more functional limitations.

Accessibility Notes

The Foundation's offices are accessible to individuals with reduced mobility. The work environment is primarily French-speaking. Work-family balance measures are possible.