



# We're hiring!



## Officer, Partnerships and Major Gifts

Strategic and External Affairs

ME-04 - \$64,155 to \$77,976 per year

Temporary Full-time position (37.5 hours per week)

Contract until July 2025

Work Location: Natural Heritage Campus (NHC) - Gatineau, QC

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**Selection process number: 2090-CMN-24-OC-054**

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### Your place at the Museum

We value diversity and believe we benefit from working in a place where everyone feels included and where the unique qualities and strengths inherent in a diverse workforce are combined. We welcome applications from persons who may identify as a member of one or more other equity seeking groups (for e.g. women, visible minorities, Indigenous peoples, persons with disabilities, 2SLGBTQIA+, religious or cultural minority).

You have a place at the Museum!

### About the position

Working in close collaboration with the Head, Partnerships and Major Gifts, the Officer, Partnerships and Major Gifts is responsible for the Museum's sponsorship/partnership cultivation cycle of new sources of funding investments between \$10,000 and \$100,000 for the Museum's exhibitions, programs, and events through research, identification, cultivation, and solicitation of prospects. Working with Museum colleagues, the Officer stewards existing sponsors and partners to execute sponsor recognition and brand activations and partner recognition.

### Working at the museum means:

- Contributing to an engaging mission as well as exciting projects and challenges
- An inclusive, friendly and safe work environment
- A competitive salary established by collective agreements
- Access to federal public service group insurance and pension plans

### Eligibility criteria

This position is open to all Employees of the Canadian Museum of Nature and any members of the public who meet the qualifications below.

*\*Candidates must be legally entitled to work in Canada.*

### Education and training:

Completion of post-secondary education in a related field (social sciences, business administration, etc.) or an equivalent combination of training and experience.



**Language requirements:**

English and French are essential  
Bilingual non-imperative; BBB/BBB

**Experience:**

- 3- 5 years' experience working in an advancement, sponsorship or marketing environment;
- Experience in researching sources of information in both traditional (print) and on-line (internet, on-line databases and search engines);
- Experience in managing the advancement cultivation cycle: identifying, cultivating, supporting solicitation and stewarding corporate sponsorships over \$10,000;
- Experience in creating and implementing sponsorship activations, including the design and creation of proposals for prospects and stewardship reports for supporters
- Experience in providing high quality customer service to both internal and external clients;
- Experience working in the cultural not-for-profit sector an asset.

**Interested? APPLY!**

The Canadian Museum of Nature is committed to inclusive and barrier-free selection processes and work environments. If you are invited to participate in the selection process, we encourage you to advise us of any accommodation you may require. This information will be treated as confidential.

*The Statement of Qualifications, providing greater detail about the skills, knowledge and aptitudes needed for this role, can be obtained by contacting the Museum at [competition@nature.ca](mailto:competition@nature.ca).*

All candidates must submit a cover letter and curriculum vitae outlining how their experience and training meet the requirements listed above.

**Send your application by filling in the [form on the Museum's Careers](#) page where you can upload your cover letter, curriculum vitae and any other required documents.**

Canada

**Apply Now !**  
**CLOSING DATE:**  
**November 6, 2024**