



**Title: Senior Advisor and Manager, Office of the CEO & Strategic Relationships**

**Full-time, fixed-term employment contract (16 to 18 months) with the possibility of permanent employment**

**Location: This position can be based in Canada, USA, or Latin America**

The One Drop Foundation doesn't just offer you a job; we invite you to be part of something extraordinary. We're looking for people who are not only motivated by their career aspirations, but also passionate about making a significant impact on the world.

Would you like to join a Foundation recognized for its mission and impact around the world? Welcome to the ONE DROP Foundation!

The ONE DROP Foundation seeks a Senior Advisor and Manager, Office of the CEO & Strategic Relationships to collaborate with the CEO and rest of the Leadership Team (LT) to support the organization's long-term strategy and vision for impact. This role is central to fostering meaningful connections with HNWI and supporting the CEO.

### **Why choose us?**

At One Drop, we unite people and empower communities to solve the water and climate crisis through innovative, sustainable actions. Channeling the creative spirit of Cirque du Soleil, we rally local and international changemakers to raise funds and co-create solutions that drive life-changing projects worldwide.

Together, since 2007, we have transformed the lives of nearly 3 million people in Latin America, India, Africa, and among Indigenous communities in Canada. Join us in turning water into action and creating a sustainable future with safe water for all. To learn more, visit our website [onedrop.org](http://onedrop.org)

### **Our Team**

Such an ambitious mission calls for extraordinary actions by exceptional people. Paving the way into uncharted and inspiring territory, our people seek to turn the challenges they face into opportunities. Are you one of these leaders? Do your energy, passion, and determination motivate and inspire those around you? Then come join our team of exceptional humans!

### **Main responsibilities**

Reporting to the CEO, the Senior Advisor and Manager, Office of the CEO & Strategic Relationships will be responsible for:

#### **Office of the CEO (35% approximately):**

- Consolidates and prepares Board-level reporting materials and presentations as needed to support strategic decision-making and project tracking and reporting.
- Consolidates and organizes Board of Directors and Committee reports in advance of quarterly meetings for iterative review and feedback.



- Coordinates and supports the preparation of strategy sessions with the Board of Directors, working closely with the CEO and Leadership Team to shape key messages, documents, and presentations.
- Schedules Board of Directors and Committee meetings with members located in different time zones.
- Synthesizes complex data into clear insights that help the CEO and Leadership Team move quickly and with confidence. Prepares analysis, reports, and recommendations that cut through noise and drive action.
- Supports the CEO to ensure that Leadership Team stays aligned, helping to maintain a culture of high focus, performance, and accountability.
- Supports the CEO in organizing Leadership Team meetings by setting agendas, capturing, and synthesizing notes, and ensuring action items are clearly defined with owners.
- Supports strategic planning, operational planning, and budgeting in close collaboration with the CEO and Leadership Team.
- Represents the CEO at internal and external meetings and events when the CEO or suitable member of the Leadership Team is unavailable.
- Assists the CEO with calendar management and scheduling of Leadership Team and staff meetings.
- Leads key organizational initiatives as delegated by the CEO, ensuring alignment with our mission and strategic goals.

#### **Strategic relationships (65% approximately):**

- In close collaboration with relevant members of the Leadership Team and external partners and consultants, leads the development and guides, supports and follows-up on the implementation of a strategy to attract new and retain existing high-net-worth-individuals (HNWI) for unrestricted and/or program funding.
- In close collaboration with relevant members of the Leadership Team and external partners and consultants, leads the ideation and execution of strategic revenue generation opportunities targeting high-net-worth-individuals (HNWI) leveraging our current fundraising events, and other paths such as legacy gifts, estate planning, DAAs, DAFs, etc.
- Contributes primarily to our mission-driven fundraising strategy, keeping its eye open to program-based opportunities, to drive organizational growth, including identifying, soliciting, cultivating, and stewarding high-net-worth-individuals (HNWI), developing compelling materials, and identifying new opportunities.
- In close collaboration with relevant members of the Leadership Team, contributes to the development of regular revenue forecasts within appropriate timeframes.
- Ensures the implementation of best management practices and maintains an up-to-date database (Salesforce) of high-net-worth-individuals (HNWI).
- Any other relevant tasks.

#### **Your experience**

- 8 to 10 years' progressive experience in developing, managing and directing programs and projects, with proven results.
- University degree in business, law, communications, philanthropy, public relations or equivalent; experience in management consulting is an asset (a post-graduate degree will be considered an asset).



- Any other combination of relevant education and experience will be considered.
- Experience in written and oral communication in a meeting room environment (preferred).

### **Your Skills**

- Strong written and oral communication skills in English and French, preferably in Spanish.
- Strong organizational and time management skills.
- Strong political sense and judgment.
- Strong critical thinking skills.
- Strong business acumen and project management and execution skills.
- Strong stakeholder engagement skills.
- Strong influencing and negotiation skills.
- Strong interpersonal and communication skills, with the ability to manage stakeholder expectations and work collaboratively.

### **You're a friendly person who shares our values**

- Expertise in business development, fundraising or client management, with proven experience in building productive relationships with high-net-worth individuals (HNWI).
- Receptive and able to adapt to a fast-paced, evolving environment.
- Understanding of the nuances of working in multiple markets and currencies, including tax advantages for donations in Canada and the US (preferred).
- Proven ability to work independently, collaboratively and cross-functionally to achieve results.
- Knowledge of philanthropy and NGO sector, regulations and stakeholders.
- Proactive problem-solving and risk mitigation.

### **Good to know**

- This position can be based in Canada, USA or Latin America.
- Full-time, fixed-term employment contract (16 to 18 months) with the possibility of permanent employment after this period.
- The workplace is the One Drop Foundation office located at 8400 avenue du Cirque, Montreal, H1Z 4M6.
- Possibility of telecommuting in accordance with the current Telecommuting Policy.
- When required, this position involves travel (less than 10%-15% of the time)

The One Drop Foundation is committed to ensuring a diverse and inclusive workplace that offers equal opportunities to all. We make every effort to attract and retain the best candidates, regardless of age, skin color, origin, religion, sex, gender, sexual orientation, gender identity or any other characteristic. It is based on the principle that everyone benefits from a welcoming and diverse workplace.

To apply, send your CV and cover letter to [contact@ONEDROP.org](mailto:contact@ONEDROP.org)

Thank you to all applicants. Only selected candidates will be contacted.