



EMPLOYMENT OPPORTUNITY

Development and Donor Relations Associate

ABOUT MARIANOPOLIS COLLEGE

Founded in 1908, Marianopolis is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

POSITION

Title:	Development and Donor Relations Associate
Reporting to:	Director, Student Recruitment and External Affairs
Classification:	Administration Technician
Category:	Support Staff
Status:	Permanent, full-time
Working Hours:	Weekdays, 35 hours (occasional additional hours or adjusted schedule may be required for special events)
Hourly Rate:	\$24.21 to \$32.32
Start Date:	As soon as possible

NATURE AND SCOPE

In accordance with the Mission and Vision of Marianopolis College and the goals of The Marianopolis Millennium Foundation, the Development and Donor Relations Associate is responsible for being the primary liaison with current and prospective donors, providing administrative assistance, communications and event support for the Department of Student Recruitment and External Affairs, in collaboration with the Director General's Office.

RESPONSIBILITIES

- Supports the Director General in the development of solicitation strategies for major and special gifts from alumni, parents, and friends of the college
- Assists with the development of proposals, donor prospecting and research, as well as with the planning and executing of various fundraising initiatives
- Engages and provides support in cultivating relationships with potential donors from introductory and follow-up communications to donor reports and stewardship

- Processes all financial contributions for The Marianopolis Millennium Foundation, issues charitable income tax receipts, donor acknowledgment letters, and prepares donor recognition lists
- Supports the Board of Directors of the Foundation and other related committees as needed through minute-taking, preparing briefing documents, reports, and meeting materials
- Provides creative content support for donor publications such as the Annual Appeal, newsletters and related sections of the website
- Maintains and updates the alumni/donor database and all related materials, including distribution lists, donation reports, prospect profiles, financial records, alumni/donor files, etc.
- Assists the Department of Student Recruitment and External Affairs with the coordination of events, projects and activities
- Participates actively in cross-departmental projects as assigned

PROFESSIONAL ATTRIBUTES

- Outgoing and energetic demeanor and demonstrated ability to interact with a variety of stakeholders
- Able to leverage social media tools to foster engagement with a variety of stakeholders
- Excellent organizational skills and a demonstrated ability to handle simultaneous projects while working autonomously within deadlines and available resources
- Proven capacity for professionalism, tact, judgment and discretion
- Strong analytical skills and ability to pay close attention to details
- Excellent networking skills and ability to nurture new business relationships

QUALIFICATIONS

- Diploma of college studies (DEC) or equivalent in an appropriate field
- Minimum of two years of experience in philanthropy, experience in higher education is an asset
- Proficient with Microsoft Office
- Proficient in various social media platforms and online tools
- Bilingual, with excellent written and spoken communication skills in English and French
- Experience with fundraising databases and related software is an asset

APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Indigenous peoples and persons with disabilities. If we can provide a specific accommodation to make the recruitment process more accessible for you, please let us know when we reach out about this job opportunity. We will work with you to meet your needs.

While we appreciate all applications, we advise that only the candidates selected to participate in the recruitment process will be contacted.

To apply, please go to following link <https://marianopoliscollege.bamboohr.com/careers> and ensure to attach/ insert your up-to-date CV and your cover letter (incomplete applications will not be considered), no later than 5 pm on Friday, March 8, 2024.