

Concours  
international  
d'orgue  
du Canada

Canadian  
International  
Organ  
Competition

Executive  
brief

# Executive Director Recruitment



*December 2025*

**Decitre & Associés**

Recrutement exécutif • Coaching • Psychométrie

# Summary

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*The masculine form is used throughout this document solely to simplify the text.  
This document is informative and non-contractual.*



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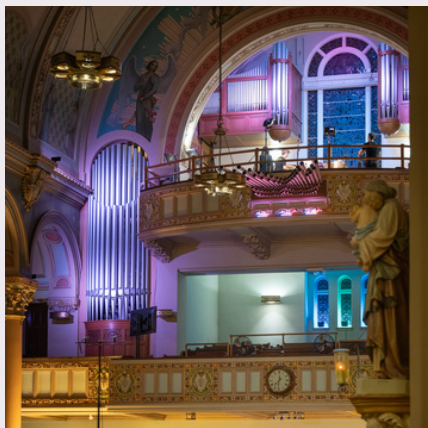
# Presentation of the Canadian International Organ Competition

The Canadian International Organ Competition (CIOC) is a non-profit charitable organization founded in 2006. Its mission is to celebrate and promote the art of organ music in Canada and internationally. Recognized as one of the world's most important organ competitions, the organization stands out for its artistic excellence and its ability to bring together a community of music lovers.

Every three years, the CIOC presents a world-class competition showcasing the most talented young organists. Between editions, the organization runs a more intimate annual festival offering concerts, workshops, and cultural outreach activities, ensuring a continuous presence within the musical landscape.

The CIOC is driven by a small, dedicated team deeply committed to the instrument, to emerging artists, and to innovation within the organ world. The organization benefits from the support of an experienced board of directors and long-standing donors.

Based in Montreal, the CIOC is distinguished by the strength of its artistic network and diversity of its programming. This includes extending its reach outside of traditional concert hall and church venues through the use of its digital organ (the Bach Mobile) which can be featured in non traditional settings such as outdoor festivals. The organization now seeks to strengthen its philanthropic efforts and expand its reach in order to ensure the long-term continuity of this unique cultural institution. The CIOC has an operating budget of under \$1M and is currently operating with no debt.



*Exploring electronics in organ music with Adrian Foster, Development and Artistic Operations Manager and Joel Peters, video production manager.*

**Decitre & Associés**

# Recruitment Context

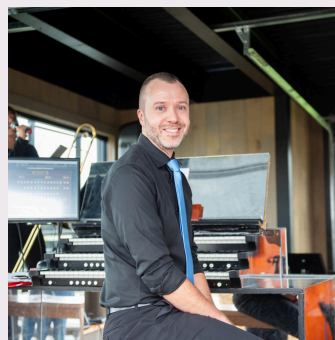
The position of Executive Director of the CIOC is a rare opportunity for a professional wishing to contribute to a cultural organization recognized on the international stage, while working within a small, agile structure where their impact is immediate.

This role combines strategic vision with direct, hands-on involvement: government and donor relations, artistic collaborations, management of a small team, and public representation. The CIOC offers a passionate, agile, and creative environment supported by an engaged Board of Directors.

The CIOC is entering a new phase of development. After several years of artistic growth and stabilization of its activities, the organization must now strengthen its earned revenues and build a robust donor pipeline.

Since the departure of the previous Executive Director, the internal team has maintained operations with remarkable dedication. This transitional period demonstrates the organization's stability, while confirming the need to re-establish executive leadership capable of structuring initiatives, supporting the team, and actively developing financial resources.

With the next international competition scheduled for 2027, this is an especially opportune moment for a new Executive Director to step into the role, take the necessary time to assume full responsibilities, strengthen philanthropic efforts, and support the CIOC's national visibility and reach.



Jean-Willy Kunz  
Artistic Director

The Executive Director of the CIOC provides administrative, financial, philanthropic, and operational leadership for the organization. In collaboration with the Artistic Director, Jean-Willy Kunz and the Board of Directors, they ensure the stability of the organization, the development of its resources, and the visibility of the CIOC in Quebec and across Canada. Together with the team, the Executive Director is responsible for the following:

### **Philanthropic Development and Donor Relations**

- Lead the development strategy: major gifts, sponsorships, private partnerships, and foundations
- Maintain relationships with current donors and strengthen their engagement
- Identify and solicit new donors in Montreal and across the country
- Prepare support proposals aligned with partners' interests
- Mobilize the team and board members to support fundraising initiatives
- Implement a CRM system to structure donor stewardship and recognition

### **Grants and Institutional Relations**

- Oversee municipal, provincial, and federal grant applications
- Ensure the internal coordination required for writing, budgeting, and reporting
- Maintain regular relationships with public funding bodies
- Integrate fluctuations in funding into budget planning

### **Outreach, Partnerships, and Strategic Positioning**

- Represent the CIOC within cultural, musical, and philanthropic communities
- Develop national collaborations and joint initiatives
- Contribute to the preparation of the 2027 international competition
- Identify opportunities for visibility and outreach across Canada

### **Communications, Marketing, and Public Engagement**

- Oversee the communications strategy (branding, digital media, media relations)
- Support the Communications Manager in campaign execution
- Strengthen the CIOC's visibility and reputation
- Maintain consistency of messaging across all channels



## **Governance and Board Relations**

- Work closely with the Chair and board members
- Prepare reports, analyses, and documentation required for meetings
- Contribute to the monitoring of the strategic plan and to governance improvements
- Participate in board renewal efforts

## **Financial, Administrative, and Operational Management**

- Develop and monitor the annual budget
- Optimize administrative and financial processes
- Oversee operations during concerts, festivals, and activities
- Ensure a regular presence in the office to support the team
- Supervise the team composed of one full-time employee, three part-time employees, along with a functional collaboration with the Artistic Director
- Maintain a positive and collaborative work environment.

## ***Ideal Candidate Profile***

The CIOC is seeking a leader capable of combining strong interpersonal skills, execution ability, and relationship-building strengths, with a genuine interest in philanthropy.

### **The ideal candidate will demonstrate:**

- Ease in building trusting relationships, particularly with donors and partners
- Experience or strong potential in philanthropic development
- Autonomy, initiative, and the ability to move projects forward
- Excellent organizational skills and the capacity to manage priorities within a small structure
- Ability to represent the organization with diverse audiences: artistic, institutional, and philanthropic
- Understanding of the cultural non-profit sector or a strong interest in this field
- Positive leadership that fosters trust and collaboration
- Capacity to navigate between strategic vision, operations, and external relations
- Cultural curiosity and an openness to the world of music
- Bilingualism (French and English) is mandatory.

The organization is open to candidates from varied backgrounds, including individuals who have held leadership roles in non-profits, or who come from philanthropy, business development, cultural management, or team leadership in smaller-scale environments.

# Selection Process

## Application

If, after reading this document, you wish to express your interest in the opportunity, please submit your application to [marjolaine@decitre.ca](mailto:marjolaine@decitre.ca) or [vincent@decitre.ca](mailto:vincent@decitre.ca). Your application will be handled with complete confidentiality.

## Initial Conversation

Following an initial screening, we will schedule a phone discussion to assess the alignment between your skills, career goals, motivations, and the position. We will also provide any clarifications you may need.

## Interview

After this first conversation, we will organize a more in-depth interview (in person or via videoconference) to discuss your background, management style, and values, while providing you with as much information as possible about the opportunity, the organization, and its culture.

## Psychometric Assessments

If your application is selected for a meeting with the CIOC Selection Committee, you will be invited to complete psychometric assessments. The results will be presented to you during a follow-up meeting, giving you the opportunity to comment on them.

## Interviews with the Selection Committee

Decitre et Associés inc. (D&A) will coordinate the logistics of the interviews. After each meeting, we will hold a debriefing conversation with you to support your reflections and decision-making process.

## References

Following the Selection Committee interviews, D&A will request contact information for your former supervisors, colleagues, or team members, in order to obtain feedback on your accomplishments and management style. A background check will also be conducted with your written consent.

## Offer

If you are selected for the role, we will provide you with the appropriate support to help you finalize an agreement with your future employer.

## Onboarding Coaching

If hired, you will benefit from three one-hour onboarding coaching sessions delivered by Vincent Decitre (ICF member and ACC-certified coach, International Coaching Federation, the global reference body). These sessions will support you in making the smoothest and most effective transition into your new role. D&A adheres to the ICF Code of Ethics, particularly regarding the confidentiality of coaching conversations.

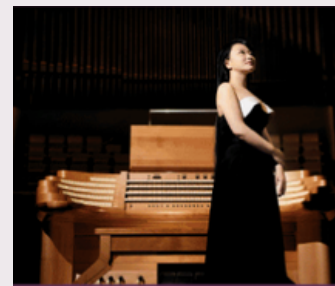
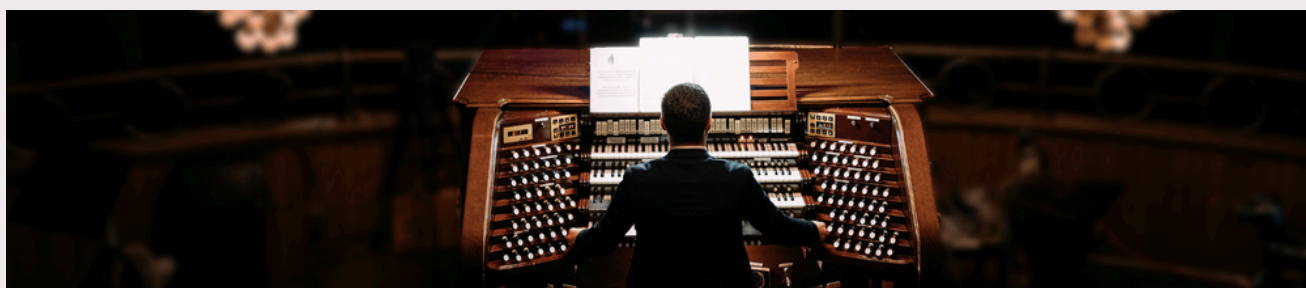
# Our Commitments

We act as partners to both our clients and all candidates: whether you are approached by D&A, recommended to us by one of your contacts, whether you have submitted a spontaneous application to our client, responded to a job posting, applied internally, or followed any other path that led you to this document, your application will be reviewed in the same way, and your chances of obtaining the position will be equal.

All qualified candidates will be considered without regard to race, color, religion, national origin, family background, age, disability, sex, marital status, veteran status, sexual orientation, or any other characteristic protected by applicable human rights charters and by federal, provincial, or local laws.

We may inform our clients of the names of individuals we have identified, as well as publicly available information, without indicating whether those individuals have expressed interest. We will never share any private information or your résumé without your consent.

D&A is committed to presenting your candidacy in the most constructive and compelling way possible, keeping you informed throughout the process, and providing considerate and helpful feedback.



# About Us



## **Vincent Decitre** **President and Partner**

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Vincent Decitre is President and Partner at D&A, a consulting firm specializing in executive recruitment, executive coaching, psychometric assessment, and HR advisory services. He has nearly 20 years of international experience, including 18 years in the recruitment, assessment, and coaching of senior leaders.

Over the course of his career, he has held various leadership roles within [Page Group](#), a global leader in mid- and senior-level executive recruitment. He later served as a Principal Consultant at [Odgers Berndtson](#) in Montreal, one of the world's most recognized executive search and leadership development firms, and a market leader in Canada. He has contributed to numerous CEO, board member, and senior executive appointments for major Canadian institutions, while serving as the firm's leadership development lead for French speaking Quebec. He has overseen more than 300 executive searches. Vincent also worked for four years at UTC (OTIS) early in his career.

Vincent has served on the [Board](#) of the [Orchestre Symphonique de Montréal](#) under the leadership of former Premier Lucien Bouchard, Monique Leroux, and H  l  ne Desmarais. He is currently a board member and part of the HR Committee at [Jeunesses Musicales Canada](#), a 75-year-old incubator for young talent active in Quebec, Ontario, and the Maritimes, as well as a member of the Philanthropic Development Committee at the [Conseil des Arts de Montr  al](#).

Vincent previously volunteered for three years on the crisis line at Suicide Action Montr  al (CPSM), supporting individuals in severe distress and their loved ones. This deeply human experience strengthened his active listening skills and refined his ability to navigate complex and ambiguous situations.

He holds a dual master's degree from ESCE Paris and Universidad San Pablo CEU in Madrid, along with a postgraduate DEA in International Activity Management from Universit   Jean-Moulin Lyon 3. He is an ACC-certified coach with the International Coaching Federation (ICF) and is double-certified in Hogan psychometric assessments through Humance.

# About Us



**Marjolaine Jamesse**  
**Partner and HR Practice Lead**

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Marjolaine Jamesse is a Partner at D&A. She brings 18 years of international experience in talent acquisition, benefits consulting, marketing, and human resources leadership.

She began her career within the healthcare division of the Adecco Group, a global leader in human resources, where she developed retention and recruitment strategies for highly competitive markets. She later served as a Senior Consultant at well-known consulting and brokerage firms specializing in total rewards and employee benefits ([Diot-Siaci](#) Group in Europe, followed by [Normandin Beaudry](#) in Quebec).

In 2017, she seized the opportunity to create the human resources department of a Montreal-based technology firm, [360 Agency](#), and supported its growth over six years, expanding from 80 to 300 employees across five companies. As Human Resources Director reporting to the President, she implemented total rewards programs, recruitment and performance management processes, compliance frameworks, and built a team of HR specialists. In recruitment, she also designed and led innovative strategies to identify international talent.

Marjolaine serves as a board member at [Digiwomen](#), a non-profit organization dedicated to advancing gender equality in the technology sector, and at [Le Livart](#), an art gallery whose mission is to democratize access to art and culture.

She has used psychometrics for eight years to support communication and collaboration, and is certified in Insights Discovery and Hogan Assessments. She holds a master's degree in Marketing and Human Resources from ESDES Business School in Lyon, where she also taught for two years, as well as a certificate in Operational Development from HEC Montréal.