



## **DAWSON COLLEGE FOUNDATION**

Executive Director

The Dawson College Foundation is seeking an experienced fundraising specialist and foundation strategist to fill the position of Executive Director.

The Foundation plays a key role in advancing Dawson College's mission by creating opportunities and activities that financially support excellence and perseverance among the student population in the achievement of their educational success. The Foundation's activities are in line with Dawson's strategic vision, which places students at the heart of its actions.

Reporting to the Dawson Foundation Board of Directors, the Executive Director carries out the Foundation's mandate within the context of its policies and bylaws. The Executive Director provides financial oversight and strategic budget management, including monitoring funding areas and the commitments of partners. The incumbent is also responsible for relations with the College's internal community, donors and partners; management of Foundation operations and overseeing the scaling of administrative capacity as revenue targets are met.

### **Responsibilities**

- Develop an infrastructure to oversee expanded activities of the Foundation.
- Plan, develop and spearhead various fundraising campaigns and strategies targeting the Foundation's various audiences.
- Identify, cultivate, and secure major gifts and corporate sponsorships, serving as the primary ambassador for the Foundation.
- Ensure the Foundation's visibility by developing and executing communication strategies to drive donor acquisition and retention.
- Work with the College's various stakeholders to coordinate communications and fundraising activities.
- Coordination of the activities of the Board of Directors, including planning and implementation.

### **Professional qualifications**

- Minimum of seven (7) years' experience in philanthropy in a non-profit organization.
- Experience and proven track record in fundraising, including developing major gift strategies.
- Excellent organizational and networking skills for developing opportunities with external funders, corporate partners and internal stakeholders.
- Certificate in philanthropic management would be an asset.
- Experience working with a board of directors and knowledge of sound governance principles.
- Undergraduate degree in administration, communications or a related field.

**Personal qualifications**

- Strong written and oral communication skills in English and in French.
- Excellent interpersonal skills, strong capacity to work with diverse groups and adaptability to different environments.
- Autonomy, discretion and good judgment.
- Strong executive presence and superior presentation skills.
- Familiarity with the CEGEP environment and academic policies.
- Excellent work ethic and availability for a flexible work schedule including events and activities outside regular hours.

**Working conditions**

- Competitive compensation (\$90,000 - \$110,000) commensurate with experience.
- Comprehensive benefits package, including professional development support.
- Five weeks' vacation, plus other compensated holidays

If you would like to take up an interesting challenge, send us your curriculum vitae and a letter explaining your interest to the following address: [dawsonfoundation\\_hr@yahoo.com](mailto:dawsonfoundation_hr@yahoo.com)

Deadline to apply: Wednesday, April 15, 2026, 5 p.m.

We thank all applicants for their interest in Dawson College Foundation, but only those selected for an interview will be contacted. Dawson College and its Foundation adhere to an equal access employment program and, as such, encourages women, Indigenous peoples, visible and ethnic minorities, and persons with disabilities to apply.