



EMPLOYMENT OPPORTUNITY Advancement 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:	Advancement Associate
Reporting to:	Director, Development and External Affairs
Classification:	Administration Technician
Category:	Support Staff
Status:	Permanent, full-time
Working Hours:	Weekdays, 35 hours (schedule will vary for College events)
Annual Salary:	\$50,559.60 - \$67,485.60
Start date:	As soon as possible

NATURE AND SCOPE

Under the supervision of the Director, Development and External Affairs, the Advancement Associate is the primary liaison with current and prospective donors, providing administrative assistance, communications, database and event support.

RESPONSIBILITIES

- Supports the Director, Development and External Affairs in the development of solicitation strategies for Major and Special Gifts from alumni, parents, and friends of the College.
- Ensures the administrative support in the process of the development of proposals, donor prospecting and research, as well as 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.

- Provides creative content support for donor publications such as the Annual Appeal, newsletters, and related sections of the website.
- Maintains and updates the donor database and all related materials, including distribution lists, donation reports, prospect profiles, financial records, alumni/donor files, etc.
- Assists the Department of Development and External Affairs with the coordination of events, projects, and activities.
- Participates actively in cross-departmental projects as assigned.
- Fulfills other tasks as necessary

PROFESSIONAL ATTRIBUTES

- Appreciation for the College's mission, vision and values (excellence, community, collaboration, responsibility, and heritage)
- Outgoing and energetic demeanor and demonstrated ability to interact with a variety of stakeholders
- Capacity to leverage social media tools to foster engagement with a diverse audience
- Excellent organizational skills and a demonstrated ability to handle multiple projects while working autonomously within deadlines and available resources
- Proven capacity for professionalism, tact, judgment and discretion when handling sensitive information
- Strong analytical skills with a high attention to details
- Excellent networking skills and ability to seize opportunities to engage and cultivate relationships with alumni

QUALIFICATIONS

- Diploma of college studies (DEC) or equivalent in an appropriate field
- Minimum of two years of experience in marketing communications, customer relations, event planning;
- Bilingual, with excellent written and spoken communication skills in English and French (testing may be required)
- Proficient in various social media platforms and online tools (testing may be required)
- Proficient with Microsoft Office
- Knowledge of the Quebec post-secondary education sector an asset
- Experience with alumni databases and related software is an asset

APPLICATION

Marianopolis 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 and we will work with you to meet your needs. While we appreciate all applications, we will only contact candidates who are selected to participate in the recruitment process.

To apply, please visit our [careers portal](#) to upload your CV and your cover letter (incomplete applications will not be considered) by **5 p.m. on Friday, September 25, 2026.**