

## **EXECUTIVE DIRECTOR**

### **Thomas More Institute (TMI)**

For over 70 years, TMI has been providing adults of all ages with stimulating lifelong learning opportunities. Every year it offers new, exciting choices in university-level courses in the liberal arts. Its affiliation with Bishop's University gives learners the option of earning a BA. TMI also offers a Seniors Program at 16 residences and centers, lecture series, book launches, and social events.

#### **Job Description:**

Executive Director (Full-Time)

Start date: May 1, 2018

Salary: Starting at \$60,000

#### **Summary:**

The Executive Director works closely with the TMI Board and reports to the Chair. Key leadership responsibilities include conveying and implementing the Institute's objectives to the various groups that make up the TMI community. This entails encouraging the efforts of volunteers and gaining the support of donors, overseeing and collaborating with staff, preparing and putting into action an annual budget, participating with fundraising, marketing and other committees, and building and establishing contacts with outside organizations to complement or to protect the interests of the Institute.

#### **Primary responsibilities:**

- Work closely with the Board of Directors to implement its objectives and oversee its administrative policies and procedures.
- Oversee the planning and organization of Board meetings together with the Chair of the Board of Directors and the Executive Committee.
- Plan and implement the annual budget together with the accountant.
- Oversee the financial integrity of the Institute and report regularly on it to the Board of Directors.
- Supervise staff and collaborate with them and key volunteers in overseeing the day-to-day operations of the Institute.

#### **Professional Qualifications:**

- B.A. degree or higher
- Effective written and spoken English and French
- Experience in the not-for-profit sector

If you wish to apply for this position, please send your CV, along with a cover letter, by March 6, 2018 to [info@thomasmore.qc.ca](mailto:info@thomasmore.qc.ca).

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.