



MANAGER OF DEVELOPMENT, FUNDRAISING, AND FINANCE

POSITION OVERVIEW:

The Thomas More Institute (TMI) is a small, liberal arts educational non-profit affiliated with Bishop's University. The Institute offers university-level courses designed for the cultural and academic advancement of adults. We are seeking a highly organized, creative, and tech-savvy Manager of Development, Fundraising, and Finance to join our small, vibrant organization. As an integral member of our team, you will play a crucial role in raising money for the Institute and overseeing the Institute's finances. This position requires excellent people skills, a creative and dynamic mindset, and the drive to make a difference for a small nonprofit organization.

KEY RESPONSIBILITIES

Fundraising (55%)

- Plan and implement TMI's annual appeal,
- Create a legacy donations program,
- Create a monthly giving program,
- With the help of the TMI board, build and maintain relationships with current and potential donors, both inside and outside of the TMI community.
- Manage donor database,
- Inform the Board Chair, the Chair of the Fundraising Committee, and the TMI Board of the results of fundraising efforts.

Grant Applications (35%)

- Identify, research, and write grant applications for government agencies, foundations, and possibly also corporations,
- Consult with the Board Chair, the Manager of Academic Affairs and Operations, and the Chair of the Grants Committee in these endeavors,
- Build and maintain relationships with persons at granting agencies,
- Oversee fulfilment of grants as appropriate and write reports to granting agencies,
- Inform the Board Chair, the Chair of the Grants Committee, and the TMI Board of the results of these applications.

Budget Oversight (10%)

- Work with accountant to oversee finances of the Institute,

- In consultation with the Treasurer and the Manager of Academic Affairs and Operations, develop and oversee annual budget.

Supervises: Accountant.

Reports to: The Chair of the Thomas More Institute.

QUALIFICATIONS:

- Undergraduate degree (with a business or communications focus is a plus),
- At least three years' experience in fundraising, including grant writing,
- At least two years' experience in financial management,
- Strong communication skills, both verbal and written; ability to communicate persuasively and passionately,
- Fluent English, written and spoken, and strong proficiency in French,
- Strong organizational and time management skills,
- Ability to work collaboratively and independently, with a proactive and flexible approach,
- Ability to multitask and manage several diverse projects concurrently,
- Excellent relationship management, positive attitude, mission-driven, and self-directed.

CONDITIONS:

- Hours: 24 hours per week,
- Salary range: \$43,000 – 45,000 per year,
- 4 weeks' vacation; the Institute is closed two weeks at the end of the year and two weeks during the summer,

To apply, send a cover letter and a c-v to info@thomasmore.qc.ca. Note: Thank you for your interest in the Thomas More Institute. Only applicants selected for an interview will be contacted.