



## **MANAGER OF DEVELOPMENT**

### **POSITION OVERVIEW:**

Join our wonderful and dynamic community! 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 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. 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 (60%)**

- Plan and implement TMI's annual appeal,
- Create a legacy donations program and 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.

#### **Grant Applications (40%)**

- Identify, research, and write grant applications for government agencies, foundations, and possibly also corporations,
- Build and maintain relationships with persons at granting agencies,
- Oversee fulfilment of grants as appropriate and write reports to granting agencies

**Reports to:** The Chair of the Thomas More Institute.

### **QUALIFICATIONS:**

- Experience in fundraising, including grant writing,
- 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,
- Excellent relationship management, positive attitude, mission-driven, and self-directed,
- Experience with Canva and donation databases.

**CONDITIONS:**

- Full Time,
- Salary range: \$70,000 – \$75,000 per year,
- Flexible working hours and remote workdays possible,
- 4 weeks' vacation taken when 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 CV to [info@thomasmore.qc.ca](mailto:info@thomasmore.qc.ca).

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