



The McCord Museum celebrates our past and present lives – Our history, our people, and our stories. A Museum that mirrors a city open to the world, the McCord is an intelligent Museum that connects individuals with cultures and communities, offering a current take on today's issues. Contemporary and interactive, the McCord encourages us to reflect upon the past while engaging with the present.

The McCord Museum Foundation is seeking a  
**Coordinator, Events and Special Projects**

Reference Number: 201616E

The **McCord Museum's Foundation** is responsible for securing and increasing funding and stewardship from public and private sectors for the Museum's long-range development, ongoing programs and operations. Poised for significant growth in the next few years, the McCord Museum is working to create a new public destination in Montreal, to advance public interest in Montréal's and Canada's history and ethnology. The Foundation manages strategies and initiatives such as planned and major gift programs, foundation grant solicitation, individual giving programs, and special events.

Reporting to the Executive Director of the McCord Museum Foundation, the Coordinator, Events and Special Projects is responsible for carrying out the day-to-day management of special projects and recurring fundraising events.

**Responsibilities and Duties**

- Coordinate and carry out the day-to-day management of special projects, including meetings, follow-up with committees, telephone calls, preparation of presentations, minutes, budgetary control, etc.
- Assist the Executive Director in conducting regional fundraising activities
- Serve as central liaison between the Foundation and the different committees
- Coordinate and manage various fundraising events:
  - Ensure that all the activities are completed on time and on budget; meet committee members
  - Seek sponsorships (cash and in-kind)
  - Coordinate communication activities: write the communication brief, supervise the creative development, production and printing of various communication pieces with internal and external teams, write texts and recognition letters, establish and manage mailing criteria for the database, etc.
  - Follow up on invitations and reminders
  - Produce tax receipts and Reconcile gift entries with the Museum's Accounting Department
- Enter and update data in the Eudonet computerized database and generate various reports
- Archive the projects' generic and personalized communication tools (requests, agreements, correspondence, creative work, etc.) in accordance with established procedures
- Maintain good relationships with donors and volunteers
- Follow up with donors and build support for the Museum
- Provide administrative support in relation with the above mentioned duties

**Employment Conditions**

- Full-time position; employment to start in September 2016; occasional work on evenings and weekends
- Salary commensurate with experience and generous benefits package

**Employment Conditions**

- College diploma in Administration or related field; undergraduate level in Philanthropic Management would be an asset
- Minimum of two (2) years' experience in philanthropy, preferably in a cultural institution
- Fluency in English and French (written and spoken)
- Good knowledge of MS Office applications and Windows environment
- Proficiency with computerized databases, with Eudonet would be an asset
- Rigour and ethics
- Organizational skills, sense of responsibility, autonomy and analytical ability
- People skills, focus on customer service and high degree of discretion (working with private information)
- Ability to establish excellent interpersonal relationships with donors, volunteers, suppliers and colleagues
- Interest in culture and heritage

Applications for the position will be accepted until **August 22, 2016 (Ref. No.: 201616E)**. Please provide **1) Letter of intent 2) Curriculum vitae 3) Salary expectations** and forward to:

Human Resources Department

By e-mail (preferably): [rh.mccord@mccord-stewart.ca](mailto:rh.mccord@mccord-stewart.ca) or by mail: 2175 Victoria Street, Montreal, QC H3A 2A3

For details on the McCord Museum, please consult the McCord website: [www.mccord-museum.qc.ca/en/](http://www.mccord-museum.qc.ca/en/)  
Although we thank all applicants for their interest, only selected candidates will be called for an interview.