



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. All of the McCord Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.

**We are seeking an**  
**Assistant for the McCord Museum Foundation**  
Ref No.: 201925E

Reporting to the Executive Director of the McCord Museum Foundation, the Assistant provides administrative support for fundraising activities such as the Ball, Sugar Ball and crowdfunding campaigns. The assistant contributes to the sound day-to-day management of the Foundation's activities such as recognition activities, external communications, research on the philanthropy industry and prospects as well as special projects.

**Responsibilities and Duties**

- Provide administrative support for fundraising activities, including the Ball and the Sugar Ball, the wines & bites and on occasion, the annual campaign;
- Follow up on table and ticket sales for various events;
- Provide administrative support for special projects;
- Develop and implement donor recognition tools in collaboration with the Executive Director
- Write and monitor communication tools for the Foundation;
- Carry out research on the philanthropy industry, prospects and donors;
- Coordinate and manage various recognition events and potentially one-time fundraising events:
  - Ensure that all activities are completed on time and on budget
  - Seek sponsorships (cash and in-kind)
  - Coordinate communication activities: write 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.
- Generate various dashboards required by the foundation;
- Archive generic and personalized communication tools (requests, agreements, correspondence, etc.) in accordance with established procedures, including Eudonet;
- Maintain good relationships with donors and volunteers;
- Reply to general requests;
- Support the major campaign team in the preparation of various presentations and research materials;
- Perform other duties as required.

**Employment Conditions**

- Permanent and full-time position, standard schedule including occasional work on evenings and weekends;
- Salary commensurate with experience and generous benefits package;
- Three (3) months' probation period; inspiring and collegial work environment;
- Starting date: As soon as possible.

**Qualifications**

- College diploma in Administration or related field; undergraduate level in Philanthropic Management an asset;
- Minimum of two (2) years' experience in administration, preferably in a philanthropic or cultural institution;
- Fluency in English and French (written and spoken) and excellent writing skills in both languages;
- Good knowledge of MS Office applications and Windows environment;
- Proficiency with computerized databases, with Eudonet would be an asset;
- Ability to strategically use social media;
- Rigour and ethics;
- Organizational skills, sense of responsibility, autonomy;
- People skills, focus on customer service and high degree of discretion;
- Ability to establish excellent interpersonal relationships;
- Interest in culture, history and heritage.

Applications for the position will be accepted until June 3, 2019 (Ref.: #201925E). Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae 3) Salary expectations**  
Forward to the Human Resources Department by e-mail: [rh.mccord@mccord-stewart.ca](mailto:rh.mccord@mccord-stewart.ca) or by post: 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 contacted for an interview.**