



Communications and Development Coordinator

Hours: Full time (40 hours per week)
Initial contract for two years

Based at: The Cathedral Office, 635 St Catherine St O., Montreal H3A 2B8.
Some hybrid work may be possible.

Posted: 8 March 2022

Position Summary

Christ Church Cathedral is hiring a Communications and Development Coordinator to work with the cathedral team to improve ongoing communication with our various congregations and raise the profile of the cathedral with local stakeholders, donors, Montrealers and visitors, as well as support the completion of our Restoration appeal and future fundraising.

The Communications and Development Coordinator reports to the Dean and works as part of a small staff and volunteer team to ensure that the Cathedral develops greater consistency in communications and fundraising, to support its mission in downtown Montreal and beyond.

Key Responsibilities

1. Communications

- In coordination with the Dean, develop and implement sustained ongoing external communication programme for the Cathedral, combining Social Media, direct communication and Montreal media outlets.
- Develop a stronger profile for the Cathedral and its ministries in downtown Montreal.
- Streamline distribution of internal and external newsletters and maintain databases (Breeze, Mailchimp).
- Identify opportunities for special events.
- Help unify visual branding across all Cathedral operations.
- Redesign and Update the Website and oversee all visual and printed communication on site.
- Gather metrics as appropriate to show impact of all communication campaign activities.

2. Fundraising

- Develop and implement a specific communication plan to support fundraising for the end of the Spire Restoration campaign.
- Coordinate fundraising efforts, including solicitation letters, organization of direct mailings, follow-up phone calls, preparation of reports, and other related matters.
- Manage Cathedral's electronic and physical mailing lists.
- Help prepare materials as needed for submission to Foundations and other potential funders.

3. Other tasks

It should be expected that there is some flexibility in this job description, with possible additional tasks in relation to event management or communications, given the changing needs of the Cathedral, with adjustments to the overall workload as appropriate.

This position requires:

- Excellent organizational skills and attention to detail.
- Superior written and spoken communication skills.
- An ability to work well with others: to show initiative when it is required and take direction when needed.
- Capacity for time management and multi-tasking.
- Proficiency with Microsoft Office365, Wordpress, Mailchimp, Dropbox, YouTube, FaceBook Twitter, as well as other digital tools to support communications work. Ability to learn other platforms such as our current database Breeze.
- Fluency in written and spoken English and French. English-French bilingualism is **required**.
- At least 2 to 4 years of previous experience in communications and/or fundraising
- Relevant university education
- Some understanding of the non profit sector.
- Supportive of the vision and mission of the Cathedral in downtown Montreal.

The position requires a pre-employment background check.

Compensation

This is a Full-Time position (understood as 5 days per week), and the initial contract will be for two years. Compensation includes a competitive pension and benefit package. Salary according to qualifications and experience based on a range of \$46,000 to \$55,000 per year.

Who We Are

Christ Church Cathedral is the mother church for the Anglican Diocese of Montreal. We are a living and active Inclusive Christian community engaged with the needs of the world and striving to make known the love of God to all through our worship, and our witness in justice and engagement. We have a significant music ministry and provide space for concerts and other artistic events. We are also custodians of a patrimonial building which is open to all Montrealers, and strive to find new ways of serving our community through the creative use of our assets.

Christ Church Cathedral embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome applications from all qualified persons.

To apply

Please send a cover letter, CV, and the names and contact details of two referees to dean@montrealcathedral.ca. Also include a communications product which you were involved in creating and specify your role in its creation.

For more information or an informal conversation about the role, please request a phone appointment using the same email address as above. Thank you.

Applications will start being reviewed from March 23, 2022 until filled.