

Job Offer
**Project Manager -
Resources and
Development**

October 2024



Project Manager – Resources and Development

- **Type of Position:** Full-time, 35 hours/week, two (2) year contract, renewable
- **Duration:** January 2025 – December 2027, with the possibility of renewal or repositioning
- **Location:** Hybrid model (in-person and remote work), occasional travel within Quebec
- **Start Date:** January 2025

About the Béati Foundation

The Béati Foundation is a grant-making organization active in Quebec since 1990, and it fulfills its mission by:

- Financially supporting innovative projects and initiatives with high potential for innovation.
- Contributing, through its support and the assistance of its staff, to increasing the capacity of communities and organizations seeking help.
- Investing its financial assets in a solidarity-based and socially responsible manner.
- Forming alliances with networks and organizations that share its values and common concerns.

Job Description

The BÉATI Foundation is at a pivotal moment in its development and seeks to increase its support for the groups it assists while reinforcing the coherence between its strategic objectives and ethical values. To support this initiative, the Foundation is recruiting a **Project Manager – Resources and Development**.

This role will involve developing and leading new initiatives in partnership with the team and external collaborators. It is a strategic position aimed at aligning the Foundation's actions with its commitments and providing innovative resources tailored to the needs of community organizations, nonprofit organizations, and advocacy collectives in Quebec.

The successful candidate will not only create and implement programs that align with the 2025-2030 strategic plan but also work in a collaborative and autonomous environment, placing the needs of supported groups and the pursuit of equity at the heart of their actions.

Main Responsibilities

- **Program Development:** Develop and implement initiatives and programs related to the Foundation's 2025-2030 strategic plan.
- **Resource Hub Creation:** Contribute to the establishment of a new resource hub to support community organizations, nonprofit organizations, and advocacy collectives in Quebec.

- **Project Management:** Ensure the planning, implementation, and monitoring of budgets, resources, and timelines for projects.
- **Program Implementation:** Establish new programs requiring the ability to interpret legal and administrative frameworks while managing regulatory processes in collaboration with internal and external stakeholders.
- **Internal and External Collaboration:** Work closely with the internal team (a total of 5 people), various committees of the Foundation, and external partners to ensure the coherence of programs with the Foundation's objectives.
- **Partnership Development:** Identify and develop strategic partnerships with actors in the philanthropic, community, and private sectors.
- **Needs Assessment:** Monitor and evaluate the needs of supported organizations to adjust programs according to their realities.
- **Communication:** Prepare reports and communications to inform management and stakeholders of the progress and results of projects.

Skills and Qualities Sought

- **Project Management Experience:** Minimum of 5 years of project management experience, ideally in the philanthropic, community, or nonprofit sector in Quebec.
- **Knowledge of the Sector:** Excellent understanding of community ecosystems and philanthropic practices in Quebec.
- **Collaborative Approaches:** Mastery of trust-based finance principles and other collaborative approaches in philanthropy.
- **Innovation:** Demonstrated ability to develop and implement innovative programs and establish strategic partnerships.
- **Autonomy:** Ability to work effectively within a small team with a high degree of autonomy.
- **Proficiency in Technological Tools:** Proficient in the Office 365 environment, AI conversational tools, and platforms such as Asana and Calendly.
- **Analytical Skills and Critical Thinking:** Ability to conduct in-depth analyses to inform strategic decision-making and program design.
- **Communication:** Excellent oral and written communication skills.
- **Time Management:** Ability to manage multiple projects simultaneously and meet deadlines.

Additional Assets

- **Understanding of Social Issues:** In-depth understanding of the dynamics related to social and climate justice in Quebec.
- **Resource Creation:** Experience in creating resources for community organizations or advocacy collectives.
- **Inclusive Practices:** Ability to integrate anti-oppressive and inclusive practices into project management.
- **Bilingualism:** Proficiency in both French and English, written and spoken (with French as the primary working language).
- **Visual Communication Skills:** Ability to visually represent ideas, concepts, and results using tools like Canva, Illustrator, or others to communicate clearly and impactfully to diverse audiences.

Working Conditions

- **Contract:** 2 years, with the possibility of renewal or repositioning.
- **Schedule:** Full-time, 35 hours per week (flexible).
- **Work Location:** Hybrid model with remote work and in-person presence at offices in Montreal (near Peel or McGill metro stations); presence in the office 1 to 2 days per week.
- **Compensation:** Competitive salary indexed annually, between \$67,883 and \$76,403 annually, depending on experience and qualifications, with the possibility of a bonus after 6 months.
- **Benefits:**
 - Retirement plan
 - Collective insurance (health, disability, dental)
 - 20 annual vacation days, 10 sick leave days, office closure between December 25 and January 1 (offered leave), 3 days of solidarity leave to care for oneself, others, or social movements
 - Flexibility for work-family or work-engagement balance

How to Apply

Interested candidates are invited to send their curriculum vitae along with a cover letter detailing their experience and vision for strategic development to the BÉATI Foundation, no later than November 11, 2024, at 5 PM, by email to: rh@fondationbeati.org. Letters of reference and samples of work may also be included in the application. We thank all individuals who submit their application. Only candidates selected for an interview will be contacted. References will be requested.

Commitment to Equity, Diversity, and Inclusion

In line with its mission and committed to ensuring better social representation and a diversity of perspectives within its team, the BÉATI Foundation particularly encourages applications from individuals from underrepresented groups seeking equity, including (but not limited to) Black, Indigenous, and racialized individuals, members of LGBTQ2S+ communities, as well as individuals living with one or more functional limitations.

Accessibility Notes

The Foundation's offices are accessible to individuals with reduced mobility. The work environment is primarily French-speaking. Work-family balance measures are possible.