

Job posting
Philanthropic
program lead
Maternity leave replacement

April 2025



Philanthropic program lead | Maternity leave replacement

- **Full-time maternity leave replacement**
- **Start:** September 2025 – end: august 2026
- **Location:** hybrid (remote and in-office), with occasional travel within Québec
- **Start date:** September 2025, with a two-week onboarding period during the summer

About the Fondation Béati

Founded in 1990, the **Fondation Béati** is a grantmaking organization based in Québec. Its mission is carried out through:

- Financial support for innovative projects with strong potential for transformation.
- Empowering organizations and communities through funding and staff accompaniment.
- Investing its assets in a socially responsible and solidarity-based manner.
- Collaborating with networks and organizations that share its values and concerns.

Position overview

We are seeking a **philanthropic program lead** for a one-year maternity leave replacement to join our small but dynamic team during a phase of development. Reporting to the executive director, your mandate will include coordinating the call for proposals, the selection process, and the accompaniment of groups supported by the Fondation, all while fostering autonomy, trust, and care. You will actively contribute to the implementation of our new strategic plan (2025–2030).

This position requires rigour, versatility, and collaboration. You will be involved in various tasks such as supporting board committee activities, note-taking at board meetings, and assisting other team members with organizational and strategic development.

Main responsibilities

- **Coordinate and develop the philanthropic stream** in line with the strategic plan.
- **Coordinate the call for proposals** and the full selection process.
- **Support and accompany funded groups** throughout the grant lifecycle.

- **Collaborate on resource development** with the lead for that area.
- **Monitor grant-related budgets** closely with the administrative lead and executive director.
- **Develop and coordinate the group accompaniment stream.**
- **Contribute to broader organizational development efforts.**
- **Ensure ongoing CRM** integration related to the philanthropic stream.
- **Create tools, guides, and resources** to support program and process development.

Required skills and qualifications

- **Project management:** Minimum of 5 years experience, ideally in the philanthropic, community, or nonprofit sector in Québec.
- **Sector knowledge:** Strong understanding of Québec's community ecosystems and philanthropic practices.
- **Collaborative approaches:** Familiarity with trust-based philanthropy and other inclusive grantmaking models.
- **Innovation:** Demonstrated ability to develop and implement innovative programs and build strategic partnerships.
- **Autonomy:** Ability to work independently and proactively within a small team.
- **Technology:** Proficiency with Office 365, AI-based communication tools, CRM (HubSpot), and platforms such as Asana and Calendly.
- **Analytical skills and critical thinking:** Strong capacity for in-depth analysis to inform strategic decision-making and program design.
- **Communication:** Excellent written and verbal communication skills.
- **Time management:** Ability to manage multiple projects and meet deadlines.

Strong assets

- **Social justice understanding:** Deep knowledge of social and climate justice issues in Québec.
- **Resource development:** Experience creating tools and resources for community or advocacy groups.
- **Inclusive practices:** Ability to apply anti-oppressive and inclusive approaches in project management.
- **Bilingualism:** Fluency in French and English (spoken and written) – main working language is French.
- **Visual communication:** Ability to illustrate concepts and results using tools such as Canva or Illustrator for clear and impactful messaging.

Working conditions

- **Contract:** One-year maternity leave replacement;
- **Schedule:** Full-time, 35 hours/week (flexible);
- **Salary:** Competitive and indexed annually, ranging from CAD 72,018 to 81,056 per year depending on experience and qualifications, with potential for a performance bonus after 6 months;
- **Workplace:** Hybrid model – remote and in-person; office located in Montréal (near Peel or McGill metro); 1 to 2 days in-office per week;
- **Benefits:**
 - Retirement plan.
 - Group insurance (health, disability, dental).
 - 20 vacation days, 10 sick days.
 - Paid holiday break (December 24 to January 2);
 - 3 solidarity leave days for self-care, caregiving, or social justice engagement.
 - Flexible working conditions for work-family or work-activism balance.

How to apply

Please send your resume and a cover letter detailing your experience by **June 2, 2025, at 5:00 p.m.** to:



rh@fondationbeati.org

Interviews will be held the week of June 9, 2025.

You may include letters of reference and work samples with your application. We thank all applicants; however, only those selected for an interview will be contacted. References will be requested.

Equity, diversity, and inclusion commitment

True to its mission and committed to fostering greater social representation and diverse perspectives, the **Fondation Béati** strongly encourages applications from individuals from underrepresented and equity-seeking groups, including (but not limited to) Black, Indigenous, and racialized people; members of LGBTQ2S+ communities; and people living with disabilities.

Accessibility notes

The Fondation's offices are accessible to individuals with limited mobility. The primary working language is French. Flexible measures are available to support work-life balance.