



## **Executive Assistant (Part-Time)**

### **Jeunesses Musicales Canada Foundation**

- **Duration and Schedule:** Part-time contract (21 hours/week) until June 30, 2025, with the possibility of renewal.
- **Start Date:** January 6, 2025
- **Work Mode:** Hybrid

### **About the Foundation**

The Foundation Jeunesses Musicales Canada supports the activities of Jeunesses Musicales Canada (JMC) by organizing fundraising campaigns, benefit events, and various philanthropic initiatives. These efforts aim to promote the discovery and dissemination of classical music, particularly to young audiences, while supporting young professional musicians and composers in developing their careers both nationally and internationally.

At the Foundation, we are guided by core values: transparency in our actions, full commitment to our projects, attentive listening to our donors and partners, teamwork, and a resourceful, determined approach. These principles are central to our culture and guide how we recruit. If these values resonate with you, you're a great fit for our team!

### **Responsibilities**

#### **Administration and Management:**

- Manage the Executive Director's schedule, plan, and organize meetings and events.
- Coordinate all administrative documents: archiving, creating and following up on agendas, taking minutes, and drafting reports.
- Support invoice and payment management in collaboration with the accounting department.

#### **Philanthropic Support:**

- Manage and update the donor database: cleaning, optimizing, and creating targeted lists.
- Prepare and send tax receipts and thank-you letters.
- Conduct regular follow-ups with donors and coordinate personalized communications.

#### **Event Management:**

- Assist in the planning and management of the Foundation's benefit events.
- Participate in solicitation efforts, setup, and management of auctions.
- Handle registrations and online donation platforms for events.

#### **Scholarship Relations:**

- Respond to questions from potential applicants and manage scholarship applications.
- Follow up with candidates on missing elements of their applications.

#### **Special Projects:**

- Collaborate on strategic initiatives of the Foundation.
- Work with committees and the Board of Directors to organize meetings (logistics, notices, documentation).

#### **Other Tasks:**

- Any other duties assigned by management.

### **Qualifications**

#### **Required:**



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**JM Canada**

- Excellent proficiency in French and good proficiency in English, both written and spoken.
- Degree or relevant experience in administration, event management, philanthropy, or a related field.
- Proficiency in Microsoft Office Suite and demonstrated ability to quickly learn and adapt to new digital platforms, data management tools, or CRM systems.
- Strong interest in philanthropy, classical music, and performing arts.

**Preferred:**

- Ability to work effectively in a team and build relationships with various stakeholders.
- Strong communication skills and professional presentation.
- Autonomy, proactivity, and initiative.
- Creativity and dynamism.

**How to Apply**

- **Deadline:** December 10, 2024
- **To Apply:** Send your CV and cover letter to [fondation@jmcanada.ca](mailto:fondation@jmcanada.ca).