

The Presbyterian College

Job Description



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Position:	Communications and Development Officer
Position type:	Full-Time
Start date:	March 1, 2026
Reports to:	Principal
Work Schedule:	35 hours/week
Work Location:	Onsite at 3495 University Street, Montreal, with off-site hours possible
Salary Range:	\$55,000 - \$64,000

Job Summary

The Presbyterian College is a theological college in Montreal, committed to the formation of transformational leaders in the church and community. We are a college of The Presbyterian Church in Canada but welcome students from many denominations and from the global church. We offer our academic programs in affiliation with other educational institutions, including McGill University and the Montreal School of Theology. We also have a Leadership Centre, dedicated equipping leaders for varieties of service in the church and community.

The Communications and Development Officer, working with the Principal, is responsible for strategy and implementation in relation to fundraising and donor relations. The person in this role is also responsible for overall communications of the college, which includes print, social media, and website. The position is key to the strategic work of the College, particularly as it works to implement a new strategic plan in 2026.

Key Responsibilities

Development responsibilities include:

- Track and respond to donations and related contributions.
- Manage donation/donor database.
- Research and write applications to foundations.
- Build communications strategy for alumni and existing donors.
- Lead the successful planning and execution of any virtual or in-person fundraising events.
- Work strategically to increase overall donations and grants to the college.

Communications responsibilities include:

- Manage website – content, announcements, event registration, etc.
- Manage social media content and feeds
- Compile and distribute college newsletters – print and email.
- Prepare other communication tools, including thank you letters.
- Update contact databases on a regular basis.
- Serve as liaison with any print, photography, web service, or other companies.

Qualifications/Requirements

This position requires:

- At least 3 years of experience in development and fundraising.
- At least 3 years of experience in communications.
- Superior written and spoken communication skills.
- Excellent organizational skills and attention to detail.
- Proficient with various social media platforms.
- Experience with website management and proficient with Wordpress.
- Proven experience with other requisite technologies: Constant Contact, Stripo, Sumac database, etc.
- An ability to work well with others, to show initiative when it is required and take direction when needed.
- Written and spoken English fluency.
- English-French bilingualism is an asset
- Supportive of the vision and mission of the college and the work of theological education

Compensation

The compensation package includes (in addition to the salary indicated above):

- Participation in the pension plan of the college.
- A generous health and dental plan, along with group benefits.
- 5 weeks of vacation, annually.

Applications should be submitted to Roland De Vries, Principal, at rdevries@pcmtl.ca