**ETEQ, École de Théologie Évangélique du Québec, (Anciennement ETEM-IBVIE) is seeking to fill the new position of Director of Development & Office Manager**

Located in Montreal, Quebec, Canada, ETEQ offers academic theological training (Bachelor’s and Master’s Degrees) through a partnership with Laval University in the service of the greater evangelical family.

**Location:**  Montreal, Quebec, Canada

**Hours:**  Full time

**Duration:**  3 year contract

**Number of positions**: 1

**Start employment**: Immediately

**Date of posting**: 20 April, 2017

**Application deadline**: 12 May, 2017

**Education/experience**:

* A diploma or equivalent in Management;
* Training and / or experience in fundraising;
* Experience in office administration.
* Undergraduate studies in Theology (an asset)

**Languages:** French and English fluency - both Oral and Written.

**Salary range:** Between $48,000 and $53,000 plus employee benefit plan

**Hours:** 40 hours per week (Some evenings and Saturdays required)

**Position overview:**

An opportunity to live and serve Christ in one of North America’s most diverse and exciting cities as ETEQ’s Director of Development and Office Manager. Reporting directly to ETEQ’s President, you will initiate and support the President with focused and vigorous revenue generation strategies designed to broaden the organization’s donor base meeting annual, capital and long term fundraising objectives (65% of role). Additionally, you will manage the day-to-day staff operations of the school’s office and administrative staff (35% of role).

Copies of the full position (relationship) description are available on request.

**Aptitudes & Skills :**

 **Skills:** Strong interpersonal skills.

Spirit of innovation.

Autonomous.

Experience in fundraising.

Strong computer skills with commonly used office software.

Financial acumen

**Personal profile :**

Warm and welcoming personality.

Proven team member and leader.

Creative problem solver.

Active and stable in Christian walk.

Active in a recognized Evangelical Church.

The successful candidate will support ETEQ mission with loyalty and enthusiasm, and will be asked to subscribe to one of three confessions of faith: Mennonite Brethren, Christian and Missionary Alliance or Evangelical Fellowship of Canada. Applicants are requested to include a written testimony of their journey of faith.

**REFERENCES :** Please provide 3 references: A pastor, a previous employer and a friend.

**Apply by post or email with a cover letter, full résumé, written testimony of faith journey and 3 references by May 12, 2017 directly to:**

**Mrs. Kristen Corrigan, MA**

**President, ETEQ**

**4824 Côte-des-Neiges, Bureau 301**

**Montréal, QC H3V 1G4**

**Or by email:**

**Ressources.humaines@eteq.ca**