

JOB OFFER
Head of Marketing and Communications

POSITION DESCRIPTION: The Head of Marketing and Communications is responsible for developing, implementing, and executing strategic marketing and communications plans for the Catholic Church of Montreal to promote the Church and its works in society, with the goal of attracting funding while promoting the good news of Jesus Christ.

MAIN TASKS AND RESPONSIBILITIES:

- Be responsible for the design and implementation of all marketing and communications strategic plans for the diocese, in consultation with other offices and departments.
- Represent the marketing and communications team to cross-functional groups including other offices and services.
- Ensure the company is communicating the right messaging to attract prospective donors and retain existing ones.
- Advise diocesan authorities of trending sensitive issues in the marketing and communications world.
- Update the executive council on the progress of marketing activities and report on the results of campaigns.
- Direct and coordinate the activities of the department; manage the material, financial, and information resources under their responsibility.
- Supervise the staff of the department with a view to improving and developing skills and in accordance with the values favoured by the Catholic Church in Montreal.
- Carry out, participate, and collaborate in various diocesan projects, in internal or external committees, and develop and maintain strategic partnerships.
- Disseminate events and official information.
- Analyze and offer permits for production/filming in the Church.
- Perform any other related task at the request of the Archbishop.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Bachelor's degree in marketing, communications, public relations, or other relatable field (master's degree an asset);
- Seven (7) years of experience in the relevant spheres of activity, including three (3) years in a management role;
- Strong background in media relations, thought leadership, and crisis management.
- Intimate understanding of traditional and emerging marketing channels.
- Exceptional interpersonal skills; able to work successfully on cross-functional teams.
- Excellent analytical and strategic skills to forecast trends and challenges.
- Excellent command of French and English*, both written and oral.
- Strong leadership, innovation, and versatility characteristics.
- Knowledge/experience of the Catholic environment an asset.

WORKING CONDITIONS:

- Permanent, full-time: 35 hours per week (5 days).
- Salary and benefits according to the standards established by the Roman Catholic Archiepiscopal Corporation of Montreal

Interested candidates are asked to send their CV and cover letter to rh@diocesemontreal.org by **August 2, 2024**.

We thank you for your interest, but only successful candidates will be contacted for interviews.

[] The archdiocese offers a French work environment to its employees in Quebec and has taken all reasonable steps to avoid imposing the following requirement: the degree of knowledge of English and proficiency in English at an advanced level. This is an essential requirement for this position to communicate with English-speaking Quebecers, parishes, and the rest of Canada.*