

The COLE FOUNDATION calls for applicants for a new position of

PROGRAMME OFFICER

COLE FOUNDATION MANDATES

- The Cole Foundation (www.colefoundation.ca) is a family foundation based in Montreal with a mandate in research and patient care in pediatric/young adult leukemia/lymphoma in Montreal. A second mandate is in intercultural dialogue between the cultural communities of Montreal through theatre and literature.
- Approximately \$2 million annually is granted in Montreal.

JOB DESCRIPTION

- Reporting to the President, and providing administrative assistance to him, the Programme Officer is accountable for the effective development, delivery and evaluation of grants and programmes initiated by the Cole Foundation in support of its mandates.
- The Cole Foundation has quarterly Board of Directors' meetings and two major juried competitions, in theatre and in pediatric/young adult leukemia/lymphoma research and patient care, and one major public event in medicine.

RESPONSIBILITIES

- Liaise with grant applicants as necessary
- Prepare grant requests for Board of Directors
- Manage juried competitions
- Manage Research Celebration Day
- Manage web site and all digital developments
- Represent the Cole Foundation in public as required
- Work with the Secretary/Treasurer on all documentation and payments
- Establish a Montreal office for the Foundation
- Other responsibilities as required.

THE IDEAL CANDIDATE

- Past experience in a granting agency and/or in a not-for-profit organization
- Significant interest in medical research and social change through the arts
- An independent, and detail orientated worker in a 2-3 person administration with a varied work week with periodic evening and weekend activity
- Fully bilingual – written and spoken
- Very computer literate
- Good public relations experience.

SALARY

- Commensurate with experience and qualifications.

APPLICATIONS

- Send resumes and a covering letter to: Barry Cole, President , Cole Foundation, at barrycole@videotron.ca

The position will remain open until a suitable candidate is found.