

English-Speaking Catholic Council

Position Title: Executive Director

Reports to: Board of Directors

Location: Montreal, QC (with flexibility to work remotely some days)

Type: 4 to 5 days per week (28–40 hours), with flexibility for either part-time or full-time hours based on the candidate's availability and the organization's needs

Language Requirement: Fully bilingual in English and French, both spoken and written

Compensation: \$60,000–\$80,000 annually, commensurate with experience and weekly hours. Includes group health benefits

To apply, please send a CV and cover letter to: escc.ed@catholiccouncil.ca

About the English-Speaking Catholic Council (ESCC):

The ESCC is a non-profit organization that serves as a voice and network for English-speaking Catholics across Greater Montreal. The Council works to strengthen and unify the Catholic community. The ESCC is entering a season of renewal, reclaiming its role as a hub for connection and faith-based dialogue.

Position Summary:

The Executive Director is the chief leader and spokesperson of the English-Speaking Catholic Council (ESCC). They are responsible for advancing the organization's mission, overseeing its operations, and leading ESCC into a renewed season of impact, visibility, and community connection.

As the ESCC reclaims its role as a unifying body for English-speaking Catholics in Greater Montreal, the Executive Director will bring to life a bold vision set by the Board—strengthening networks across ministries and parishes, reviving and implementing signature initiatives that foster connection and collaboration (such as an annual conference, retreats, webinars, and a digital hub), and ensuring financial sustainability through effective fundraising and outreach.

Key Responsibilities:

Leadership & Vision

- Provide strategic and operational leadership in alignment with ESCC's mission and renewed direction.
- Foster unity and alignment across the Board, staff, community partners, and the broader Catholic network.
- Serve as a visible, respected leader and spokesperson for the English-speaking Catholic community.

Strategic Development

- Translate the Board's vision into goals, strategies, and measurable outcomes.
- Lead the development and execution of a digital platform and centralized communications hub.
- Re-establish ESCC-led events such as the Annual Catholic Community Conference, retreats, and community webinars.

Program Oversight & Innovation

- Oversee all program operations, ensuring timely delivery, impact measurement, and continuous improvement.
- Promote collaborative partnerships while leading uniquely ESCC initiatives that build identity and cohesion.
- Develop evaluation tools and indicators to assess program success and adapt to emerging needs.

Community Engagement & Advocacy

- Build strong relationships with parishes, ministries, and the Catholic community.
- Act as a liaison with the Archdiocese, parishes and Catholic organizations to ensure representation and mutual support.

Fundraising & Resource Development

- Lead the design and implementation of a comprehensive fundraising strategy.
- Cultivate relationships with donors, philanthropists, and institutional funders.
- Manage and steward existing donors.

Communications & Public Relations

- Develop and implement a refreshed communications strategy, including newsletters and digital presence.
- Ensure ESCC's voice is present in diocesan, and public conversations affecting the English-Speaking Catholic community.
- Represent ESCC in public forums and key events.

Operations & Governance

- Prepare and manage annual budgets and financial reports in collaboration with the Board.
- Ensure strong internal systems for compliance, performance, and accountability.
- Supervise any staff and contractors, promoting a healthy, mission-driven organizational culture.

- Organize and help lead Board of Directors meetings, including preparing agendas, reports, and ensuring follow-up on action items.

Qualifications:

- University degree in Non-profit Management, Public Administration, Theology, Business, or a related field.
- Minimum of 5 years in a senior leadership role within a non-profit, community, or faith-based organization.
- Demonstrated success in strategic planning, program leadership, communications, and fundraising.
- Fully bilingual in English and French, both written and spoken.
- Deep understanding of and commitment to the Catholic Church and the English-speaking Catholic community in Montreal.
- Strong relationship-builder, communicator, and systems thinker.