

### **About Windmill Microlending**

Windmill supports immigrants, including refugees, who arrive in Canada with professional skills but who need Canadian accreditation to work in their field. Lacking the financial resources to pay for their training and licensing, they often fall into low paying “survival” jobs to make ends meet. Without income, collateral or credit history, it is difficult, if not impossible, for them to access financing and reach their professional goals.

Windmill addresses this problem by providing micro loans of up to \$10,000 to internationally trained immigrants so they can obtain the Canadian licensing or training they need to work in their field. Since 2005, Windmill has provided \$25 million in loans to 3,800 immigrants across Canada from a wide range of occupations. The impact of a Windmill loan is profound:

- **The income of skilled immigrants is tripled.** With the help of a \$7,000 loan, the average loan doubles or triples the recipient's income.
- **The contributions of skilled immigrants to the Canadian economy multiplies exponentially.** Every \$1 invested in Windmill returns \$15 for the Canadian economy in the first year after a borrower completes their learning plan. Loan recipients increase their tax contribution by four times.
- **Canadians, as a whole, benefit** when immigrants are able to put their skills to work in Canadian communities, particularly where there are skill shortages. 75% of loan recipients have found work in their field, most commonly as medical professionals, engineers or in the financial industry.

Windmill is the only national organization providing micro loans to skilled immigrants.

In the past decade, Windmill has grown from a grassroots organization in Calgary approving seven loans in its first year, to a national organization approving 665 loans in the past year. With over 180,000 skilled professionals entering the country each year, Windmill is working towards serving thousands of skilled new Canadians each year and in 2019 we want to begin serving newcomers to Quebec for the first time.

### **Position Description**

Windmill Microlending is seeking a Manager, Quebec Outreach for a 12-month full-time contract. This position may become permanent full-time if the candidate is successful at meeting the targets for new clients and if we succeed in raising funds to retain a permanent operation in Quebec.

In order to support skilled immigrants and refugees in Quebec, Windmill requires relationships with an array of organizations serving immigrants and newcomers. Our goal is that these organizations see the value of Windmill’s services for their own clients and refer them to us for support.

The Manager, Quebec Outreach will establish Windmill’s first office in Quebec and lead the development and execution of Windmill’s strategy to engage key partners in the province. In the first 12 months, this position will develop relationships contributing and support the intake of Windmill’s first 50

Quebec clients. The Manager, Quebec Outreach role contributes to the attainment of Windmill's mission, and exemplifies the values of passion, empowerment, simplicity, and results in all he/she does.

This role reports to the National Director, Marketing and Communications, and will have the following responsibilities:

- Develop and implement, with input from the Leadership Team, a plan to identify and engage the partners required to achieve Windmill's objective of delivering loans to 50 skilled immigrants in Quebec in the first year. This will consider:
  - Educational institutions
  - Settlement, language training and employment services, including those serving refugees
  - Professional regulatory bodies
  - Religious and cultural organizations
  - Municipal and provincial government bodies and agencies
- Seek opportunities for Windmill to demonstrate credibility and collaboration in the Quebec immigration sector
- Support the CEO and Director of Development with potential public and private sector funder.
- Report on progress developing relationships among the five groups outlined about, including interest in our work and concerns that are particular to Quebec. Report on the number of inquiries received from newcomers, their concerns and feedback.
- Collect information and data on the particular challenges faced by internationally trained professionals in Quebec regarding reaccreditation, the most common professions, countries of origin, and the costs of reaccreditation for the most popular learning plans.

**Expected Activities:**

- Meeting with representatives from organizations with potential to refer clients to Windmill (35%)
- Meeting with potential clients directly by handling intake enquires, making presentations, hosting webinars, responding to questions about the loans by phone, Skype, in person and by email, and supporting the completion of applications. (30%) Meeting preparation and follow up including outreach to set up appointments, following up with contacts regularly, developing presentations, reporting findings, communicating with Windmill colleagues in Ontario, Alberta and Saskatchewan, attending team and staff meetings, planning (35%)
- Meetings with representatives from organizations with potential to support Windmill's program in QC (5%)

**Competencies and Characteristics:**

- Passion for helping skilled immigrants integrate and thrive professionally
- Strong desire to help a charity with a strong track record in the rest of Canada, launch in Quebec and achieve its first year client targets
- Fully bilingual (French and English), with excellent communication skills both written and verbal in both official languages
- Proven ability to initiate and build relationships in support of strategic goals
- Warm and persuasive, with excellent presentation skills

- Strong initiative, professional drive and self-management
- Able to work independently and collaboratively in a start-up environment
- Strong organizational and execution skills coupled with the ability to learn and adapt easily
- Professional demeanour and presence
- Has a proven ability to achieve results and meet deadlines
- Knowledge of the immigrant sector in Quebec, particularly in Montreal, is an important asset
- Is available to work outside regular business hours

**Experience:**

- Work experience within the immigration sector in Quebec, particularly in Montreal would be an asset
- Experience representing an organization, in person and as a presenter or in sales would be an asset
- Experience in the non-profit sector and with organizations with national or international reach would be an asset

**Qualifications and Knowledge:**

- Intermediate to advanced MS Office skills (Word, Excel, PowerPoint, SharePoint and Outlook)
- Comfortable with learning new CRM software

**Working Environment:**

- To be determined

**Salary:**

- Commensurate with experience. Windmill offers an attractive compensation package.

If you meet the criteria above and are interested in applying for the position, please send your resume to [hr@teamwindmill.org](mailto:hr@teamwindmill.org) (reference: Manager, Quebec Outreach). We are actively recruiting for this position, so to ensure you are given due consideration for this opportunity, interested candidates should send their resume, including a cover letter and salary expectation, as soon as possible. The successful candidate will be required to provide a Police Clearance Certificate. We thank all applicants for their interest; however, only those considered for an interview will be contacted directly. No phone calls, please.