

Volunteer Opportunity – Business Development and Fundraising Assistant

- WHERE:** CDF Headquarters - Ottawa, Ontario, Canada
- DURATION:** Three to twelve (3-12) months, 1-2 days per week
- REPORTING TO:** CDF Canada's Grant & Proposal Writer
- DEADLINE TO APPLY:** May 30, 2019

CO-OPERATIVE DEVELOPMENT FOUNDATION OF CANADA

The Co-operative Development Foundation of Canada (CDF Canada, formerly CCA) is an international non-governmental organization and registered charity established in 1947 and headquartered in Ottawa. CDF Canada embodies co-operative principles and collaborates with communities to achieve sustainable economic and social development. CDF Canada currently operates in 12 countries in Africa, Asia and the Americas. CDF Canada's work is guided by gender equality and environmental sustainability principles and strategies, supported by highly skilled and diverse staff including experts in gender, M&E, agriculture, microinsurance and finance. For more information about CDF Canada, visit www.cdfcanada.coop

ABOUT THE ASSIGNMENT:

Supporting the Business Development and Fundraising teams, the Business Development and Fundraising Assistant would support key activities:

- Research new program development opportunities, utilizing a range of databases and scoping services, shortlisting and recording the opportunities with close regard to CDF Canada's capacities and expertise, in close collaboration with business development colleagues
- Reaching out to existing, lapsed and potential donors via phone for donor stewardship and fundraising purposes
- Supporting fundraising activities such as drafting thank you letters and updating the donor database
- Other administrative and ad hoc tasks to support fundraising and new program development based on experience and need

QUALIFICATIONS:

- Commitment to sustainable international development and a better world built on self-reliance and cooperation
- Experience in research, fundraising and/or program management (in an international development context would be an asset)
- A high level of attention to detail
- Confidence engaging with a team and talking to strangers on the phone
- Great communications skills in English (French or other languages an asset)
- Fluency working with the Microsoft Office suite and internet search engines

WHAT WE OFFER:

Through this role, you will have the opportunity to support the development of new programs and access fundraising streams to facilitate programs which empower communities in developing countries around the world. You will also gain experience in a dynamic and powerful international development organization which manages robust, sustainable programs to support inclusive social and economic growth internationally.

Please note that this is an unpaid volunteer position. The role has flexible hours to fit around your schedule, including the opportunity to work remotely for part of the time.

APPLICATION PROCESS:

Please submit a resume and letter of intent to Tessa Bolton, Grant & Proposal Writer at tbolton@cdfcanada.coop by May 30, 2019. ***No phone calls please. All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.***