

<b>Position Title:</b>	Fundraising Officer
<b>Position Location:</b>	Ottawa, Ontario
<b>Reports to:</b>	Manager, Fundraising
<b>Travel Requirement:</b>	Domestic travel

## **GENERAL DESCRIPTION**

Reporting to the Manager of Fundraising, the Fundraising Officer serves as a member of the Co-operative Development Foundation of Canada (CDF Canada) team. The Officer is responsible for developing and implementing appropriate fundraising techniques to support CDF Canada's current needs through an annual fund program.

## **RESPONSIBILITIES**

- Identifies, cultivates, solicits and stewards prospects that have an interest in supporting international poverty alleviation to increase the donor base.
- Manages the relationships with current assigned donors, maintaining effective contacts and ensuring good stewardship and appropriate donor recognition in accordance with the Donor Recognition Plan.
- Develops and co-ordinates all mail campaigns including the annual direct mail piece, the gratitude report mailing and any others throughout the year. Ensures appropriate messages are tailored to various constituent groups.
- Manages the fundraising database to ensure accurate information to support the stewardship of the donor population.
- Leads coordination of all special campaigns, including theme weeks, disaster response, and other initiatives.
- Manages all CDF events such as online, live and silent auctions, supporting and encouraging third party events, and other events. Responsibilities include setting and reaching revenue targets, securing sponsorship, budgeting, planning and execution, and volunteer management.
- Performs evaluations and assessments of initiatives to enhance current fundraising programs.
- Prepares a variety of presentations on CDF for staff and for volunteers.
- Represents CDF at tradeshow and various public forums, liaising with CCA.
- Establishes effective working relationships with CCA personnel to achieve the goals of CDF and CCA.
- Contributes to the development and planning of fundraising programs.
- Works with the CDF Manager to set and meet specific measurable goals.
- Perform other duties as required.
- Within established guidelines, prepares budgets as assigned by the Manager, Fundraising. Approves expenditures within the assigned budgets and monitors variances to ensure targets are met.
- Maintains effective working relationships with CCA/CDF personnel, donors and stakeholders.



## QUALIFICATIONS & COMPETENCIES

Bachelors or master's degree in a relevant field.

A minimum of five years of demonstrated competence in fundraising activities, preferably for an international development organization.

## SKILLS AND KNOWLEDGE

- Experience soliciting and closing \$1,000 plus gifts, experience stewarding individual and corporate donors.
- Understanding of fundraising principles and applicable CRA regulations.
- Demonstrated commitment to co-operative forms of enterprise (co-op model).
- Demonstrated success in building, developing and retaining strong, positive relationships.
- Ability to engage current donors and prospective donors to support CDF/CCA international mandate.
- Excellent capacity to work in a small team dedicated to fundraising; to work with a volunteer base.
- Excellent organizational skills.
- Effective oral and written communication and analytical skills.
- Initiative, self-motivated, creative and sound judgment.
- Maintain discretion and absolute confidentiality at all times.
- Advanced computer literacy, experience using excel and donor management software; knowledge of Donor Perfect an asset.
- Demonstrated competency in a second language (spoken and written) an asset.

## COMPETENCIES

Adaptability

Continuous Learning Orientation

Developing and Maintaining Relationships

Information Management

Interpersonal Communication

Planning and Organizing

Problem Analysis and Resolution

Professional Integrity

Strategic Thinking

Teamwork

## Application Process

Please apply with a resume and cover letter to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop) **no later than 4:00 p.m. June 21, 2019.** *All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.* CDF Canada is an equal opportunity employer. If selected for an interview, please advise if you require accommodation during the interview process and we will work with you to meet your accessibility needs.