



Position Title: Business Development and Fundraising Officer
Position Location: Ottawa, Ontario
Travel Requirement: Domestic and international travel

GENERAL DESCRIPTION

The Business Development and Fundraising Officer (BDFO) provides support to a dynamic business development and fundraising team and is responsible for developing, implementing and managing appropriate fundraising programs and projects and to support CDF's business development needs.

RESPONSIBILITIES

Fundraising

- Work with Manager, Fundraising, to identify, research and grow new revenue channels
- Implement fundraising strategies to support the Fundraising Plan
- Identify, cultivate, solicit and steward assigned corporate and individual high net worth donors
- Coordinate special campaigns, including theme weeks, disaster response, and other initiatives
- Coordinate CDF fundraising events such as online, live and silent auctions, supporting and encouraging third party events, and other events.
- Secure sponsorship, budget, plan and execute events and manage event volunteers

Business Development

- Work with Manager, Business Development to research potential partners for CDF Canada projects
- Initiate and manage partner meetings
- Screen and assess funding opportunities from BD bulletin boards
- Conduct background research and prepare profiles, briefing notes and proposal content including concept notes
- Track and maintain project proposal pipeline
- Represent CDF at tradeshow, conferences and various public forums

SKILLS AND KNOWLEDGE

- Bachelors or Masters Degree in a relevant field
- Five to eight years of demonstrated competence in fundraising and/or business development activities, preferably for an international development organization
- Experience soliciting and closing \$25,000 plus gifts, experience stewarding individual and corporate donors
- Understanding of fundraising principles and applicable CRA regulations



- Familiarity with relevant institutional donor regulations, funding mechanisms, specific policies, procedures and priorities, a plus
Demonstrated success in building, developing and retaining strong, positive relationships.
- Ability to engage current donors and prospective donors/partner to support CDF's 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.
- CFRE designation, or willingness to obtain is desirable

COMPETENCIES

- Adaptability
- Accuracy
- Attention to Detail
- Communication
- Interpersonal Skills
- Planning and organizing
- Problem solving
- Teamwork

Application Process and Deadline

1. Applications must be received **no later than 4:00 p.m. Friday, June 8, 2018.**
2. Late submissions **will not** be accepted.
3. Applicants must include cover letter and resume. Cover letter **must include** salary expectation.

Please reference the job title in the email subject line and **submit your resume and cover letter in confidence** to apply@cdfcanada.coop.

All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.