



Position Title:	Business Development and Marketing Coordinator
Position Location:	Ottawa, Ontario
Reports to:	Director Business Development
Travel Requirement:	Some domestic and international travel may be required
Status:	Full-Time Contract – one year

GENERAL DESCRIPTION

Reporting to the Director Business Development, the Business Development and Marketing Coordinator (BDMC) will grow and diversify CDF Canada's business portfolio by proactively identifying and responding to strategic funding opportunities. The BDMC maintains CDF Canada's competitive edge by scanning/intelligence gathering and keeping abreast of trends in the international development community of practice and the philanthropy sector (foundations and grant-giving institutions). The BDMC develops high quality responsive and unsolicited proposals and directs and manages support during the submission, review and negotiation processes leading to approval.

Responsibilities

- Manage, develop and coordinate BD opportunities, and development high quality, responsive and unsolicited proposals to varied major bilateral, multilateral, and other donor agencies.
- Research, track and analyze new opportunities and CDF Canada's competitive position within the marketplace.
- Serve as the lead writer on proposals, contributing both technical and non-technical content and integrating inputs from staff and partners into a responsive, coherent proposal with a compelling vision and clear win themes.
- Lead or support proposal budget processes and propose recommendations to develop a competitive proposal.
- Train and mentors staff, as needed, to improve their skills in proposal development, representation to donor and partner organizations, intelligence-gathering, and marketing within their country program or portfolio.
- Organize and ensure facilitation of regular information sharing and gathering mechanisms across the organization
- Build networks with colleagues both within and outside CDF Canada to identify new opportunities for innovative programming and potential funding sources to support the strategic priorities of CDF Canada.
- Lead the country program's opportunity pipeline tracking and analysis, including portfolio trends, proposal submissions and performance, and growth projections.
- Use BD networks as an opportunity to share ideas and develop new thinking and new partnerships.



Skills, Experience and Attributes

- Bachelor's degree in international development or related field; Master's degree is an asset.
- Minimum of 7 years' relevant work experience in proposal and grant writing for international development projects.
- Demonstrated familiarity with global priorities, strategies, and development approaches.
- Strong financial and budget development skills.
- Solid understanding and success with the Request for Information / Proposal process (RFI/RFP). Proven success in securing funds from foundations, bilateral and multilateral funding agencies.
- Strong understanding of Results Based Management Frameworks and Theory of Change Articulation
- Experience with Pay for Performance modalities is an asset
- Track record of building consortia, including public private sector partnerships
- Excellent analytical, presentation and problem-solving skills.
- Exceptional written and persuasive communication skills.
- Bilingualism is an asset (French and/or Spanish)

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.