



Volunteer Opportunity--Prospective Donor Researcher

WHERE:	Ottawa
DURATION:	As soon as possible; 8 hours/week; 4 weeks duration (with possible extension)
REPORTING TO:	Manager, Fundraising
DEADLINE:	June 1, 2018

BACKGROUND:

The Co-operative Development Foundation of Canada (CDF Canada) is an international development group established in 1947. We create equal opportunities for economic, gender empowerment and environmental resilience in communities around the world.

ABOUT THE ASSIGNMENT:

Based in our head office in Ottawa, the successful volunteer will help us identify and research potential corporate and foundation funders. If the volunteer is comfortable/interested, the Manager will work with them to develop funding proposals.

ACTIVITIES AND DELIVERABLES:

- Working with the Manager, Fundraising, you will identify prospective corporate donors and foundation grant makers
- Research donors to determine their potential of funding our work
- Identify optimal channels/strategies to approach prospective donors
- Develop and maintain a database with all appropriate information to enable easy follow up

QUALIFICATIONS:

To be effective at this posting, the successful applicant must possess the following skills, experiences and personal characteristics:

- Understanding of fundraising principles
- Excellent capacity to work in a small team dedicated to fundraising
- Excellent organizational skills
- Resourcefulness, especially with respect to various ways to conduct online research
- Effective oral and written communication and analytical skills
- Initiative, self-motivated, creative and with sound judgement
- Maintain discretion and absolute confidentiality, at all times
- Computer literacy, knowledge of Grant Connect is an asset

APPLICATION PROCESS:

Please submit a resume and letter of intent to David Dern, Manager, Fundraising at ddern@cdfcanada.coop by June 1, 2018. *No phone calls please. All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.*

Co-operative Development Foundation of Canada

Co-operative Development Foundation of Canada (CDF Canada) is an international development charity that helps improve the lives of women, men, children and their communities through cooperatives. We envision a world where self-reliant communities flourish. CDF Canada is working with local partners in Africa, Asia, Latin America and in Eastern Europe to establish and grow community owned co-operatives that help people achieve more prosperous, self-reliant lives. For more information about CDF Canada, visit www.cdfcanada.coop