



Co-operative Development
Foundation of Canada

SINCE 1947

Volunteer Opportunity – Prospect Mailing List Creation

WHERE: virtual

DURATION: September-October 2018 (approximately 3-4 hours/week)

REPORTING TO: David Dern, Manager, Fundraising

Status: Volunteer

Travel Requirement: none

BACKGROUND:

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:

The successful volunteer will help to support an upcoming annual mail appeal by creating a prospect mailing list. It is expected that this work will be done off-site.

ACTIVITIES AND DELIVERABLES:

The successful applicant will work from our Ottawa offices in the time leading up to the annual mail appeal and will be responsible for:

- Online research to identify Canadian co-operatives, mailing address(es) and contact people.
- Online research to ascertain approximate size of these co-operatives (# of members, revenues, etc).
- Online research to identify credit union branches, mailing addresses and contact people.
- Create a spreadsheet with the above information for mail-merging purposes.

QUALIFICATIONS:

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

- Excellent online research skills
- Excellent organizational skills
- Resourcefulness, especially with respect to various ways of finding information
- Initiative, self-motivated, creative and with sound judgement
- Maintain discretion and absolute confidentiality, at all times
- Ability to create and maintain an Excel spreadsheet

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APPLICATION PROCESS:

Please submit your resume and cover letter to David Dern by August 31. Documents may be emailed to: ddern@cdfcanada.coop.

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

ABOUT CDF CANADA

CDF Canada is an international development organization that helps improve the lives of women, men, children and their communities through co-operatives. We envision a world where self-reliant communities flourish. CDF Canada is working with local partners in Africa, Asia, Latin America, Eastern Europe and the Caribbean 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.

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