

Career Opportunity – Development Officer

C.D. Howe Institute

The C.D. Howe Institute, Canada's leading independent public policy research organization, is seeking a Development Officer to support its fundraising efforts.

Position Summary

Reporting to the Sr. VP and COO, the Development officer supports the overall success of the C.D. Howe Institute's fundraising and membership program by identifying, cultivating and soliciting individual and corporate donors. As a member of the Institute's development team, he or she will write fundraising letters, attend prospect meetings, engage and steward donors, arrange prospect meetings for senior leadership, prepare various communications materials, and other duties as assigned.

The position would suit a recent university graduate with a strong interest in public policy and knowledge of corporate Canada. Some background in sales, marketing and/or communications is ideal. The position requires a person who is a polished individual with exemplary written and verbal communication skills and an ability to understand, communicate and sell the benefit of the Institute's work to senior decision-makers.

Qualifications / Aptitude:

- Bachelor's degree with particular focus in political science, economics and/or international relations;
- Background in sales, marketing or communications;
- Strong knowledge or interest in public policy issues and the Institute's mission;
- Polished communication skills (written and verbal);
- Ability and confidence to interact with varied constituencies;
- Experience with fundraising software an asset;
- Self starter with drive and initiative.

Please send a resume, and a cover letter no later than January 11, 2011 to cdhowe@cdhowe.org. For more information about the CD Howe Institute, please visit www.cdhowe.org



C.D. Howe Institute
Institut C.D. Howe