



DEVELOPMENT AND PUBLIC AFFAIRS OFFICER

The C.D. Howe Institute, Canada's leading independent, non-partisan public policy research Institute, is seeking a Development and Public Affairs Officer.

Working with the key staff including the Director of Development and Public Affairs, The Institute's Editor and its President and CEO, the Development and Public Affairs Officer will:

- Identify prospective members and donors and assist in their cultivation and solicitation
- Prepare development communications materials including solicitation letters, thank you letters, and donor reports
- Monitor media and prepare summaries and reports for members, authors and donors
- Assist dissemination of Institute publications and maintain a media database
- Assist with the Institute's monthly electronic newsletter
- Other development and public affairs duties as assigned

This is an entry level position with good scope for growth, suitable for a self-motivated person with an interest in public policy and a background in fundraising, sales, communications or related fields.

Key qualifications are:

- A university degree in political science, economics, or related field
- At least one year of work experience
- Excellent writing and speaking skills
- Ability to research companies, individuals and media
- Proficiency working in a Windows environment and Microsoft Office. Good knowledge of database functions.
- Ability to handle multiple priorities and tasks
- Enthusiasm for the Institute's mission and activities. Self-motivated and organized.
- Capable of handling multiple priorities and tasks

To be considered for this opportunity, submit your cover letter, CV and salary expectation in confidence by August 11, 2006 to Personnel Manager at personnel@cdhowe.org or C.D. Howe Institute, 67 Yonge Street, Suite 300, Toronto, Ontario M5E 1J8 fax 416-865-1866.

Please visit our website at www.cdhowe.org.

No telephone calls, please. We thank all applicants for their interest; however, only candidates selected for interviews will be contacted.