



## **Professional Opportunity**

### **Director, Development**

The Consumers Council of Canada seeks a Director of Development to head its ongoing fundraising and operational needs. Reporting to the Council's Executive Director, the successful applicant for this contract position will identify for the Council sources of revenue, successfully raise funds and undertake related public relations duties.

### **Requirements of the Candidate**

#### **Knowledge**

- Extensive knowledge of the current Canadian not-for-profit and charitable sectors and fundraising environment, preferably with at least three years of development experience.
- Knowledge of federal and provincial government-funded research, contributions and civil society development programs.
- Familiarity with the partnership opportunities among not-for-profit, academic, government and charitable institutions in Canada.
- Business awareness and a good knowledge of current affairs.
- Familiarity with “freemium” revenue models is an asset.

#### **Skills**

- Excellent communication, interpersonal and writing skills.
- Grant and business proposal writing.
- Familiarity or experience working with CRM systems and other fundraising technology.
- Excellent organizational and time management skills in a sometimes hectic environment.
- Strong teamwork, analytical and problem-solving skills.
- Fluency in English and French is an asset.

#### **Abilities**

- Thrives under pressure.
- Drive, competence, flexibility and a keenness to learn.
- Creativity, imagination and initiative.
- Donor and volunteer service mentality.

#### **Position Responsibilities**

- Must embrace the mission of working towards an improved marketplace for consumers in Canada through the advocacy of consumer rights and responsibilities.

- Develops and puts in place strategies and campaigns for revenue sourcing.
- Plans fundraising programs, including developing revenue planning and budgets.
- Helps the Council develop and manage their brand identity for fundraising purposes.
- Helps the Council find suitable sponsors.
- Monitors and seeks stakeholders' opinions about the Council and topical issues to stimulate revenue opportunities.
- Communicates strategies and issues to management team.
- Along with other Council members, represents the Council in discussions with government departments, academic institutions, special interest groups, and other organizations.
- Responds to media and public enquiries, when appropriate.
- Prepares and distributes quarterly reports against plans.
- Assists the Executive Director in drafting the fundraising elements of the Council's annual reports, business profiles, and other corporate documents.
- Writes speeches and oversees the development of visual and multimedia aids for fundraising efforts.
- Assists in organizing and managing special events, such as panels, conferences and fundraisers.
- Develops, implements, and maintains risk management and crisis management plans.

## **Working Conditions**

- Work from home office, ideally in the Ottawa or Toronto metropolitan areas.
- Provide own high speed Internet access.
- Provide own computer, phone and office equipment.
- Flexible work hours, commensurate with work commitments.
- Applicants interested in a full- or part-time position will be considered.

## **Education**

- Bachelors degree.

## **Remuneration**

- Commensurate with experience, qualifications, proposed time commitment and performance.

## **Submit your resume in confidence:**

Ken Whitehurst

Executive Director

Consumers Council of Canada

Online applications only, please: <https://www.consumerscouncil.com/opportunity-application>

Applications will be accepted through April 15, 2018

To apply, please submit a cover letter (*to include a statement of compensation expectations*), resume and three professional references in one document. Do not call.