



Job Opportunity
Development Officer, Cornwall, ON

Start Date: May 16, 2022, or later
Hours: 35 hrs. per week
Full-time contract
Starting Salary range: \$53.5k to \$60k

Application Deadline: We will review applications and conduct interviews on a continuing basis; candidates are encouraged to apply early. Please note that we will only be contacting candidates invited for an interview.

The River Institute background

The River Institute is a non-profit, charitable organization that undertakes research, education, and community outreach to protect and conserve the St. Lawrence River and other freshwater ecosystems. We offer a great team environment and an energetic staff.

We are presently seeking a dynamic individual to serve in the role of Development Officer. The Development Officer will collaborate with the Funding team, including the Executive Director, Program Leaders, and other associated staff, to identify funding opportunities, facilitate, coordinate and undertake grant writing applications, and assist with related River Institute communications and marketing. Orientation and transitional support from the outgoing Development Officer will be available.

Duties and tasks:

Fund Development:

- Research and source external grant programs and other potential funding sources that match the River Institute's strategic priorities and programs
- Work with current granting agencies (as per Fund Development list in workplan), Foundations and donors.
- Work with Program Leaders and staff to develop new projects and programs; liaise with partners and collaborators; create work plans and associated project budgets; gather letters of support and other required documentation; coordinate writing and submission of grant applications.
- Assist with recruitment, cultivation, and stewardship of donations from public agencies, private donors, corporate donors, and foundations.
- Assist with fundraising appeal letters and sponsorship requests for special events such as Symposium, speaker series, etc.
- Attend and participate in meetings of River Institute Board of Directors and committees, e.g., Research Advisory, Program Leaders, River Rapport, Research team, River Institute Foundation, etc.

Communications Support:

- Assist in developing a Communications guide for the River Institute. Work with design and IT staff to ensure consistent branding and River Institute style
- Work with Program Leaders and staff to review and coordinate social media and other communications outputs (eg. letters, press releases, funding announcements, Annual reports).
- Assist with written content for the websites as needed
- Assist with preparing public presentations and other strategic messaging as required (AGM, City of Cornwall, Counties, etc.)
- Assist with proofreading, editing, and reviewing documents, reports, proceedings, meeting minutes, and other writing.
- Other duties as required

Qualifications and Skills - The ideal will have the following qualifications:

- University degree in an appropriate field and work experience in an NGO or business environment
- Demonstrated expertise in establishment/maintenance of partnership relations with private and public funding entities
- Knowledge and experience in program development, collaborative projects, fundraising and grant writing.
- Excellent understanding of information technology, communications platforms, and analytics
- Excellent skills in science writing, leadership, active listening, judgment, communications, negotiations, tact, diplomacy, initiative.
- Ability to handle matters of a sensitive and confidential nature
- Ability to interact effectively with senior business and community leaders
- Strong interpersonal, networking, and relationship-building skills
- Excellent interpersonal and communications skills, both oral and written, bilingualism an asset.
- Professional with a high degree of integrity, confidence, and creativity
- Demonstrated ability to work independently and effectively with a team.

Employment Conditions:

The candidate is expected to work primarily from home with time spent as needed at the River Institute (Cornwall, Ontario) to interact and engage with other staff members in adherence to organizational COVID-19 protocols.

Wage and Employment Conditions:

This is a full-time contract position (35 hrs./week), with an anticipated start date of May 16, 2022, and an anticipated salary ranging between \$53,500 and \$60,000 based on experience and qualifications.

Reporting to: Program Leader Administration and Fundraising, and the Executive Director