



Fund Development Officer

Coady International Institute is inviting applications for Fund Development Officer. Working as a member of the Fund Development team, the successful individual will be responsible for implementing and growing the Coady International Institute's fundraising programs.

This is a full-time permanent position located at the Coady International Institute on the campus of St. Francis Xavier University in Antigonish, Nova Scotia, with potential for some travel. Salary for this position is in our non-union Professional grade C (\$42,764-\$52,241).

Key Functions and Responsibilities

- Enhance and grow the Coady Institute's annual and major gift donors
- Coordinate donor communications including proposal writing and reporting
- Assist in the planning and execution of donor cultivation and stewardship including research and database management
- Maintain comprehensive donor records
- Manage our direct mail campaign, donor acknowledgement and donor recognition
- Provide leadership and support on all fundraising events

The Ideal Candidate will have:

- 3-5 years fundraising experience;
- highly developed interpersonal and communication skills (oral & written);
- the ability to work effectively with volunteers;
- excellent organizational skills; the ability to multi-task and be deadline orientated; and
- familiarity with fundraising databases and work experience in a university environment would be an asset.

About Coady International Institute

Established by St. Francis Xavier University (StFX) in 1959, Coady International Institute is a world-renowned centre of excellence in citizen-led, asset-based, community-driven leadership education. In collaboration with partners in Canada and the global South, the Institute is committed to reducing poverty and transforming societies by strengthening local economies, building resilient communities, and promoting accountable democracies.

Coady International Institute is committed to:

- Providing transformative, leadership education programs for development practitioners from around the world;
- Working with partner organizations to help them develop and test innovations in community-based, citizen-led development;
- Strengthening women's leadership and providing programs for young Canadians that encourage them to become active, more engaged global citizens;
- Continuing to develop a knowledge network to grow and share the accumulation of new knowledge that supports successful development practice.

Posted on September 24, 2018

To Apply

Closing date for applications, October 4th at 1:00 pm. To express an interest in this role, please direct your application in confidence to:

Human Resources
Antigonish Nova Scotia, B2G 2W5
StFX University
Email: careers@stfx.ca

Only those selected for an interview will be contacted. Preference will be given to Canadian citizens and permanent residents. StFX respects diversity and welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups.

