



GLOBAL CENTRE FOR PLURALISM      CENTRE MONDIAL DU PLURALISME

## **GLOBAL CENTRE FOR PLURALISM Resource Development Professional**

**Position:** Manager, Partnerships and Development

**Location:** Ottawa

**Duration:** Three-year term contract

### **About the Centre**

Founded by His Highness the Aga Khan in partnership with the Government of Canada, the Global Centre for Pluralism is an independent, charitable organization inspired by Canada's experience as a diverse and inclusive country. The Centre was created to understand the dynamics of pluralism and to advance positive responses to the challenge of living peacefully and productively together in diverse societies. Its mission is to serve as a global platform for education and dialogue about the choices and actions that advance and sustain pluralism.

For more information about the Centre, please visit [www.pluralism.ca](http://www.pluralism.ca).

### **About the position**

To support the expansion of its global programming and impact, the Centre aims to secure funding from a range of Canadian and international donors and partners, including governments, foundations and individual philanthropists. The Centre is seeking an exceptional development professional to advance a resource generation strategy that focuses on institutional donors and partners and, to a lesser extent, individual major gifts. This is a critical role that will enable the Centre to implement its ambitious programmatic agenda. The successful candidate will bring significant resource development experience. They will be entrepreneurial and strategic with demonstrable fundraising success in an international organization or policy research context. They will be an engaging and perceptive communicator able to credibly build relationships with donors and partners.

Reporting to the Secretary General and working in collaboration with the Director of Programs, this position will be responsible for the following tasks:

- Implement strategies to identify, cultivate, sustain and increase funding from government, foundation, corporate and individual donors through innovative, partnership approaches.
- Design and implement next-generation donor strategy that promotes institutional investment in the mission of the Centre.
- Develop effective donor communications for outreach and reporting on funding impact

- Work with the Secretary General, Directors and program team to cultivate and solicit major donations. Develop, cultivate and steward partnerships with corporate, foundation and government partners.
- Act as the primary writer for corporate and foundation grants, steward a grant calendar, report back to donors and partners on progress and to cultivate subsequent gifts.
- Support proposal development and full cycle of grant reporting processes.
- Lead Centre wide on-boarding to a culture of philanthropy and understanding of the role of fund development for the GCP.
- Responsible for access to and the maintenance of donor records through the Centre's CMS
- Maintain internal inter-team reporting as it relates to fund development activities, including supporting reporting to the board of directors, contributing to finance reporting processes, and ensuring alignment of program metrics to fund proposal and reporting needs.

### **Candidate Qualifications**

The ideal candidate will be an experienced and resourceful development professional, with the following qualifications:

- Experience with a wide range of funding approaches, targeted to both public, institutional and private donors in Canada and internationally
- Track record of success in securing funding for applied research organizations, educational institutions or other knowledge-based, non-profit organizations
- Familiarity with Canadian and international donors engaged in supporting initiatives relevant to the work of GCP, including international development, peacebuilding and conflict prevention, migration and refugee integration, education and human rights
- Experience with resource mobilization for applied research organizations, educational institutions and/or other knowledge organizations.
- Exceptional written and verbal communications skills in English; fluency in French desirable.
- A CFRE certification or demonstrated equivalent experience preferred.

Qualified applicants are invited to send their resume and a statement of interest by e-mail to: **careers@pluralism.ca** with subject heading “Resource Development Professional.” **We are accepting applications on a rolling basis and this position will remain posted until filled.**

The Global Centre for Pluralism practices employment equity and encourages applications from all qualified applicants in compliance with the *Accessibility for Ontarians with Disabilities Act*. These requirements include: hiring, workplace information, talent and performance management, and communication of accessibility policies.

**Candidates must be eligible to work in Canada.**

**Please note that only shortlisted candidates will be contacted.**