



We are Hiring !

POSITION	Officer, Fund Development and Strategic Initiatives
TERM	Permanent, 35-hour work week.
SALARY	\$45 500 to \$55 000 per year.
LOCATION	Head Office, Montréal, QC

This role is for an existing vacancy and reports to the Chief Operating Officer. As the Officer, Fund Development and Strategic Initiatives, you will be responsible for fundraising initiatives and innovative solutions to improve service delivery. The position will communicate with all Divisions to understand each of their funding priorities and will develop and execute a comprehensive fund development plan, ensuring the sustainability and growth of our programs. Through initiatives guided by the C-Suite staff, this role will seek public, private, and community grants, corporate sponsorships, and individual donations. This will be accomplished through written submissions and relationship management with public, corporate, community, and alumni stakeholders. The Innovation role will be achieved through communication with the Programs Division to understand challenges and developing innovative solutions or adaptations to increase efficiency and effectiveness of program delivery.

WHO WE ARE

Since its inception in 1977, Katimavik has been a cornerstone of youth empowerment, community enrichment, and the vision for a more inclusive Canada. Guided by our unwavering belief in the potential of today's youth to shape tomorrow's world, we have adapted to emerging challenges while staying true to our founding principles. Being a member of Katimavik staff means embracing excellence, seizing untapped potential, and taking initiative. With robust standards and a vision of remaining a leader in youth empowerment, your contributions are vital for Katimavik to continue making a tangible impact in youth and communities from coast to coast to coast.

WHY JOIN OUR TEAM?

- Be part of a national organization that help shape and develop diverse youth as engaged, caring citizens and capable contributors and leaders for a better Canada.
- Evolve in a dynamic and collaborative environment focused on constant enhancement, fostering understanding, respect, and reconciliation with Indigenous peoples and with Canada's other diverse cultures, regions, and the environment.
- Join a team that knows it can make more in the private sector but is committed to Katimavik's mission which includes acting in ways that benefit others, not just ourselves.



Join our Team

WHAT YOU'LL DO

Development – 70%

- Draft and submit to the CEO a comprehensive Fund Development Plan.
- Develop partnerships with approved private companies, organizations, and institutions to secure sponsorships, charitable giving, or in-kind donations that align with Katimavik's mission and program needs.
- Identify, research, and apply for public grants that align with Katimavik's priorities.
- Engage with potential funders prioritized by the CEO and execute funding proposals respecting their application schedule
- Build and maintain relationships with government officials approved by the CEO to increase Katimavik's visibility and contribute to lobbying efforts in support of youth programming.

Innovation – 30%

- Collaborate with all divisions to develop innovative solutions to improve service delivery.
- Collect, process, and analyze data (surveys, success rates, conversion rates) to measure program effectiveness.
- Ensure all staff have the necessary training and software to perform their roles effectively.
- Ensure all IT assets are tracked and managed in an orderly manner.
- Ensure organizational systems are operating efficiently (ex: general phone line).
- Act as operational liaison between CRM development contractors and Katimavik for the integration and optimization of ongoing CRM development projects.



Join our Team

YOU ARE THE IDEAL CANDIDATE IF

- You pursue excellence in your work, meticulously attending to details and taking initiative to realize untapped potential.
- Fluent in English (French a strong asset).
- Years of experience 2-4.
- Strong interpersonal skills with the ability to build and maintain relationships with diverse stakeholders.
- Excellent written and verbal communication skills in English, with attention to detail and accuracy.
- Great work organization capabilities as to assist multiple evolving projects simultaneously.
- Excellent judgement in task prioritization with assigned workload.
- Ability to conduct thorough needs assessments to gauge training needs.
- Strong desktop and in-person research, presentation, and reporting skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Planner) and Salesforce.

OUR OUTSTANDING BENEFITS INCLUDE

- 15 days per year personal sick time (non transferable from year to year)
- 15 vacation days per year
- Paid time off during the end of year office closure (Dec 25th to Jan 1st)
- All staff receive paid days off for provincial stat days in which any staff member lives (ex: St-Jean Baptiste is for all staff not only employees based in Québec)
- Health Spending Account
- Healthcare plan
- Long term disability insurance

HOW TO APPLY

If you are interested in applying for this position, please submit your application through our [Careers Page](#). We appreciate all those who apply, however, only those who are moving forward in the selection process will be contacted.

Katimavik is committed to providing equal opportunities for all candidates and creating a work environment where everyone is respected and included, with a primary focus on finding the best employee for each role. We encourage applications from diverse backgrounds, including Indigenous people, visible minorities, and the 2SLGBTQIA+ community. Candidates are welcome to self-identify in their cover letter.