



CITIZENS *for* PUBLIC JUSTICE

## CPJ Position: DEVELOPMENT OFFICER

Position Type: Full-time, permanent position starting September 3, 2013, based in Ottawa, ON

### Overview:

The Development Officer will have significant responsibilities for in-person, major gift fundraising, as well as for regional profile enhancement of CPJ, including membership recruitment and enhancement.

The position will involve attracting the public to become CPJ members as well as inviting them to become engaged in the organization's activities through actions that include committing financial resources to CPJ's work.

### Key Responsibilities:

- (60%) Manage and cultivate a pool of major donors and prospects through in-person fundraising visits to major donors per year, as well as prospecting new donors;
- Building CPJ's planned giving program and functioning as CPJ's representative to our planned giving partner, Christian Stewardship Services;
- Coordinate CPJ's annual telethons in the regions;
- Preparing appeal letters for members and grant proposals to identified funding bodies.
- (30%) Building CPJ's membership recruitment and engagement strategy, including a focus on encouraging young people to join CPJ;
- Visits to members and donors on a regular basis;
- Coordinate events and staff visits to regions;
- Seek opportunities to introduce CPJ at churches, schools, among new publics;
- Represent CPJ at public events and within supporting communities, and bring feedback from members and donors concerning strategy and profile to CPJ;
- Make presentations or lead workshops to members on aspects of CPJ's work;
- (10%) Participate in all planning related to membership/promotions/profile raising initiatives;
- Serve as a resource and secretary to CPJ's Financial Development Committee.

The CJL Foundation  
operating as CPJ.

Charitable registration  
89438 3512 RR0001

309 Cooper Street  
Suite 501  
Ottawa, Ontario  
K2P 0G5

T 613-232-0275  
F 613-232-1275  
cpj@cpj.ca  
www.cpj.ca

### **Place within CPJ's Team**

- Responsible to the Executive Director
- Lead CPJ's Financial Development staff team

### **Qualifications**

*Framework for the position:*

1. Since this is a core position in CPJ's work community, the successful candidate must express commitment to CPJ's faith-based vision for public policy work and agreement with CPJ's [core public justice documents](#).

*Job specific qualifications:*

2. Strong communicator – excellent written, oral, interactive skills.
3. Knowledge and appreciation of the structures and opportunities for the promotion of public justice among the faith communities and broader publics that have supported CPJ's mandate for almost 50 years.
4. Demonstrated ability to prepare and promote effective grant applications among foundations and other granting bodies.
5. Strong interest in how public justice policy develops, leading to knowledge of how to engage the public in financial support of this work.
6. Strong organizational skills with an ability to plan ahead, define measurable objectives and outcomes, and meet those objectives.
7. Supervisory ability of interns and contract staff.
8. Comparable fundraising experience or relevant educational degree.
9. Willingness to learn on the job and further develop professional fundraising and development skills over time.
10. Appropriate computer skills, in particular use of MS Office.
11. Ability/willingness to travel and to work flexible hours.

### **Terms:**

- Start date is September 3, 2013
- Full-time in Ottawa
- Annual salary in the \$53,000 range, (depending on qualifications and experience); generous benefits package

### ***CPJ's team***

*CPJ's team is a relatively small work community. We seek new persons who have the flexibility to thrive cheerfully in a small office. This requires a certain measure of fluidity in job descriptions as circumstances change and as projects develop. We all pitch in to help each other as needed; celebrate special occasions together; and enjoy camaraderie around a common mission.*