



**Katimavik**

# We are Hiring !

**POSITION** Officer, Fund Development and Strategic Initiatives

**TERM** Permanent, 35-hour work week.

**SALARY** \$55 000 to \$60 000 per year.

**LOCATION** Head Office, Montréal, QC

This role reports to the Chief Operating Officer and receives additional direction from the CEO and Senior Manager, Marketing and External Relations. As the Officer, Fund Development and Strategic Initiatives, you will drive fundraising results and secure funding to support program growth and sustainability. You will work across Divisions to understand priorities and develop and execute a fund development plan with clear accountability for revenue generation and results. You will seek public, private, and community grants, corporate sponsorships, and individual donations through written submissions and by building, managing, and converting strategic relationships into funding. The Innovation role will be achieved through communication with the Programs Division to understand challenges and develop solutions to improve program efficiency and effectiveness.

You bring a strong sales instinct backed by results, with the ability to originate opportunities, operate within constraints, and consistently close funding to meet targets.

## 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, including defined revenue targets and performance tracking.
- Develop and secure partnerships with approved private companies, organizations, and institutions to achieve funding targets through 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.
- Track and report on funding performance against targets, ensuring accountability for results.

### 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, take initiative, and consistently deliver measurable results
- Fluent in English (French a strong asset).
- 2–4 years of experience in fund development, sales, or partnership roles.
- Strong interpersonal skills with the ability to build, manage, and convert relationships into tangible outcomes.
- Excellent written and verbal communication skills in English, with attention to detail and accuracy.
- Highly organized, able to manage multiple priorities and drive projects forward.
- Strong judgment and ability to prioritize in fast-paced, resource-constrained environments.
- Ability to conduct needs assessments and identify opportunities for growth and impact
- 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.*