

Program Development Officer

Title: Program Development Officer

Location: Montréal, Québec

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. The National Aboriginal Council of Midwives' (NACM) mission is to promote excellence in reproductive health care for First Nations, Inuit and Métis communities. Both organizations are governed autonomously but share office space and resources and both are staffed by a passionate team of individuals dedicated to providing support for midwives and the profession of midwifery across Canada and globally.

We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills, experiences and abilities.

Job Summary

Under the direction of the Executive Director and in collaboration with national and global program leads, the Program Development Officer will provide extensive technical expertise in implementing organizational program development strategies, researching funding opportunities, preparing grant applications for current initiatives, and identifying new program opportunities. The successful candidate must demonstrate experience coordinating organizational funding strategies, writing proposals and reports for government agencies and private funders, and demonstrate excellent writing and editing skills.

Primary Duties and Responsibilities

- Write grant applications, proposals or concept notes and coordinate the collection of endorsing and supporting letters and documents.
- Review existing strategies and initiatives of the association and develop a comprehensive fundraising strategy to secure government and private grants;
- Work with different program leads and the Executive Director to develop new and maintain existing partnerships;
- Liaise with potential donors;
- Research and maintain a database of funding opportunities for relevant programs;
- Identify, screen and recommend appropriate grants and other appropriate income streams;
- Conceptualize and plan funding proposals and applications and other targeted appeals for established funding priorities of the association in collaboration with national and global program leads

Qualifications, Skills and Knowledge Requirements

- Post-Secondary degree in a related field or equivalent combination of education and experience.
- Minimum three (3) years grant or proposal writing experience.

- Experience with non-profit fundraising.
- Knowledge of the organizational structure of the Federal government's branches and agencies.
- Knowledge of Global Affairs Canada funding initiatives and priority areas.
- High level knowledge of results-based management (logic frameworks, theory of change)
- Knowledge related to one or more of the following domains: public health, maternal health, SRHR, global health, and/or gender mainstreaming. Knowledge of basic fundraising techniques and strategies.
- Excellent planning, research, and writing skills.
- Superior proofreading and editorial skills.
- Ability to write clear, structured, articulate, and persuasive proposals.
- Ability to work well in a team environment, handle multiple assignments and meet tight deadlines

Additional Assets

- Knowledge of the Canadian midwifery model.
- Communication skills in French (verbal and written) an asset.

Working Conditions & Location

- Work done from the head office in Montréal, Québec.
- Full time contract, one year, possibility of renewal for permanent position

Applications

Please follow these instructions:

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the letters "ProgramDevOfficer" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "Program Development Application" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on July 26, 2019.

We thank all applicants for their interest however, only applicants selected for an interview will be contacted.