



citizen advocacy
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Communications and Fund Development Manager

Citizen Advocacy of Ottawa

You are a communications professional who believes that volunteers have the ability to make a remarkable difference in the life of a person with a disability. The successful candidate will report to the Executive Director and collaborate with program staff and special event committees.

Responsibilities

In this full-time, permanent position, you will assume responsibility for:

- Developing, implementing, and monitoring the communications strategy targeted at both recruiting volunteer advocates and promoting special events.
- Coordinating media outreach and actively seeking opportunities to increase Citizen Advocacy's profile.
- Creating media materials, responding to requests for information.
- Collaborating with advertising agency on branding and special events promotion projects.
- Making presentations to groups of prospective volunteers.
- Leading fundraising campaigns.

Qualifications

- You have a post-secondary education with a specialization in communications, fundraising, or a related discipline, 4+ years experience, or an equivalent combination of education and experience.
- Excellent verbal and written skills.
- Strongly motivated, excellent at multi-tasking multiple projects, and detail oriented.
- Able to work flexible hours
- Bilingualism (English/French) will be an asset.

Citizen Advocacy offers a competitive salary and benefit package. Candidates may forward their resume indicating their salary expectations to the Executive Director, Citizen Advocacy, 312 Parkdale Avenue, Ottawa, K1Y 4X5, fax at 613-761-9525, or email info@citizenadvocacy.org by Monday, February 25, 2008, 12:00 noon.

While we appreciate all responses, only candidates under consideration will be contacted.