



CNEWA Canada

a papal agency for humanitarian and pastoral support • une agence papale pour l'aide humanitaire et pastorale
223, rue Main Street, Ottawa, Ontario K1S 1C4 • 1-613-738-9666 • canada@cnewa.org

CNEWA Canada seeks a Development Officer

Catholic Near East Welfare Association (CNEWA) is an international papal agency supporting the Eastern churches in their service to people in need throughout the Middle East, Northeast Africa, India and Eastern Europe.

CNEWA Canada, located in Ottawa, is looking for a full-time Development Officer, who will work closely with the Development Coordinator in all development/fundraising activities and will play a vital role in our mission by informing and cultivating donors through various initiatives.

Responsibilities:

- Communicate with donors through phone calls and email correspondence, and help answer donors' inquiries;
- Help with writing and development of multi-channel fundraising campaigns, including: direct mail appeals, acquisitions, email blasts to donors through MailChimp, website and Facebook page updates;
- Assist in writing and editing various materials for donors and stakeholders, including: updates/activity reports, thank you letters and brochures.
- Assist in the development of French fundraising materials;
- Inform, educate and cultivate donor interest in CNEWA's work by building relationships with donors;
- Represent the agency, as needed, by attending and networking at public events and certain activities of Catholic groups and other stakeholders of CNEWA.

Qualifications:

- Minimum of 2 years' experience in fundraising-related work, preferably in a charity or a non-profit organization. Marketing experience is an asset.
- Strong writing, communication, and phone skills.
- Strong knowledge of French and English (oral and written) is required.
- College diploma or Bachelor's degree or equivalent experience.
- An understanding of the culture and life of the Catholic Church of Canada an asset.

Please forward cover letter and resume by February 18 to Melodie Gabriel at mgabriel@cnewa.org. Only interview candidates will be contacted.

To learn more about CNEWA Canada, please visit cnewa.ca.
CNEWA Canada, 223 Main Street, Box 80, Ottawa, ON K1S 1C4