



ABOUT CATALYTE+

Catalyste+ is a Canadian economic development organization. We help people build better lives by strengthening local economies in Canada and in developing countries around the world. Since 1967, we've been building capacity with businesses, governments and community organizations to promote locally driven, inclusive growth and sustainable development. We act as a catalyst for our partners to realize their full potential.

PROJECT DEVELOPMENT OFFICER

SUMMARY

The Project Development Officer (PDO) will be responsible for collaboratively designing and developing project concepts to address project partner's priorities and satisfy funder requirements, researching, configuring, analyzing information; and writing concept notes and project proposals. The incumbent will work very closely with all departments and functions across the organization to identify and execute program growth and expansion opportunities in support of strategic Catalyste+ objectives.

This highly technical position will play a critical role in identifying opportunities to innovate in program delivery while ensuring funder compliance in the development of project designs and proposals. The PDO will support reporting structures within the Monitoring and Evaluations team, and will serve as a driver and contributor within and across the Communications and Engagement team and in all Programs. An incredibly matrixed and collaborative role, the PDO must be a strong communicator in all aspects with the ability to forge strong, productive relationships across stakeholder groups. This position can be in ON, QC, BC, NT.

DUTIES AND RESPONSIBILITIES

Research, develop and write proposals

- Identifies and monitors program and donor compliance requirements, e.g. in calls for proposals and new opportunities for program innovation, expansion and growth.
- Participates in the development of project designs and writes concept notes and proposals for collaboration and/or partnership with donors and other institutions: plans, researches, develops and writes.
- Collaborates with other departments to develop feasible concepts to promote sustainable economic development and women's empowerment, in line with donor policies and preferences.
- Prepare project summaries, presentations and briefing notes in response to current and ad hoc needs of donors and senior management.
- Maintains quality results by using existing templates or developing new formats as appropriate; following proposal-writing standards including readability, consistency, and tone; maintaining funder compliance support databases
- Other tasks as appropriate and to be determined

Communications and Engagement

- Provides support to the team by providing strong research support across communications, marketing, engagement, recruitment, fundraising and corporate profile development functions
- Maintains and applies strong knowledge of international and economic development market, donor trends and relevant grant-making rules and regulations
- Identifies opportunities to build on engagement of stakeholder and funder groups
- Plays a role in the identification, development and analysis of new and existing opportunities to augment or enhance related departmental activities; provides appropriate recommendations and strategies
- Plays a lead role in the development of white-papers and position papers, including planning, research, and writing of documents
- Supports the development, collection and analysis of departmental metrics and evaluation; acts as a key team member in cross-departmental communication projects and feedback loop
- Other tasks, as appropriate and to be determined

WHAT YOU NEED TO SUCCEED

- University degree in international development or Indigenous studies, sociology, political studies, communications, journalism, marketing or related discipline required
- Three to five years of experience in a proposal or research, writing, communications, marketing, public engagement, or related role
- Demonstrated experience developing proposals and/or grants or other related role
- Excellent research skills and the essential ability to write persuasively and clearly
- Strong project management skills and proven ability to manage diverse projects and shifting priorities within tight timelines
- Demonstrated exposure to and experience with process Improvement and information coordination Excellent interpersonal, presentation, and verbal communication skills. Ability to forge strong, collaborative relationships across disparate groups of stakeholders.
- Detail-oriented, organizational skills, demonstrated tendency to problem-solve and take initiative
- Experience with producing reports on and evaluating the effectiveness programs using relevant forms of analysis
- Knowledge of the international development, indigenous affairs, government, not-for-profit and/or NGO sectors a strong asset
- **French language skills are a requirement;** strong preference for advanced-level/bilingual abilities (both official languages)
- Exceptional proficiency with computer systems including word processing, spreadsheets, databases, presentation software, web content management systems, Internet, and Email and others as appropriate

WHAT'S IN IT FOR YOU

- Rewarding and meaningful work environment
- Work/Life balance; remote or hybrid work and flexible schedules
- Comprehensive Health Benefits plan
- Mental Health & Wellness Programs
- Generous employer matched pension plan

- Internal training & development events
- Mentorship program
- Innovative, collaborative & creative work environment
- Competitive base salary
- Generous time-off policies
- Holiday office closure
- Value diversity and inclusiveness

Please forward your resume, cover letter, including salary expectations, with **Project Development Officer** in the subject line to:

Jennifer Rovet, Recruitment Manager
jrovet@catalystplus.org

Application deadline: February 23, 2024

Catalyste+ is an equal opportunity employer. We thank all applicants for their interest, but only those selected for an interview will be contacted.

In the spirit of peace, friendship and respect, we recognize that our work takes place on traditional Indigenous territories across Canada. We also wish to acknowledge that the CESO office in Toronto is located on the traditional Indigenous territory of the Huron-Wendat, Haudenosaunee, the Anishnabeg, the Chippewa and the territory of the Mississaugas of the New Credit. In Montreal, our office is located on the unceded territory of the Kanien'kehá:ka.