CESO is a leading economic development organization dedicated to sustainably reducing poverty and fostering economic growth in Canada and globally. Our Volunteer Advisors (VAs) are senior-level professionals and executives who are interested in sharing their knowledge and expertise in meaningful ways.

PROJECT DEVELOPMENT OFFICER

SUMMARY
The Project Development Officer (PDO) role is a highly matrixed and collaborative role. Reporting to the Senior Manager, Program Development & Learning, the Project Development Officer will be responsible for undertaking research; preparing recommendations to support and satisfy funder requirements by developing concepts, including gathering, configuring, analyzing the information; and developing reports. The incumbent will work very closely with all departments and functions across the organization to identify and execute opportunities in support of strategic CESO objectives. This highly technical position will play a critical role in identifying opportunities to innovate in program delivery while ensuring funder compliance. 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 Programs. An incredibly collaborative role, the PDO must be a strong communicator in all aspects with the ability to forge strong, productive relationships across stakeholder groups. Bilingualism in both official languages is required. This position can be based in Toronto or Montreal.

DUTIES AND RESPONSIBILITIES

Research and Reporting
• Identifies and tracks relevant project program compliance requirements and opportunities for innovation and program expansion within compliance parameters
• Participates in development of project summaries for collaboration and/or partnering with other institutions; plans, researches, develops and writes
• Collaborates with other departments to develop feasible ideas toward sustainable economic development and women’s empowerment in alignment with the policies and preferences of donors
• Develops project summaries and briefings in response to routine and ad-hoc needs from 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
• Liaises and coordinates with key managers across organization as appropriate with aim to improve project implementation, monitoring and evaluation processes
• Other tasks as appropriate and to be determined
Communications and Engagement
• Provides backing 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

KNOWLEDGE AND SKILL REQUIREMENTS
• 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 of 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 is 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

Please forward your resume and cover letter in English and French with Project Development Officer in the subject line to:
Jennifer Rovet, Recruitment Manager
jrovet@ceso-saco.com
Application deadline: January 26, 2018
CESO is an equal opportunity employer.

We appreciate the interest of all applicants, but only those selected for an interview will be contacted.