



Manager of Business Development

Location: Ottawa

Status: Full-time

Language requirements: English essential, bilingualism is an asset.

Who We Are:

Digital Opportunity Trust (DOT) (www.dotrust.org) is a Canadian-based non-profit charity that works in 25 countries, supporting youth to become innovators and leaders, and to create and apply digital solutions that have positive impact in their communities. DOT works with youth, the private sector, governments, and community-based organizations towards a collaborative vision of communities around the world shaped by daring social innovators.

The Opportunity:

We are looking for a Manager, Business Development. This is a full-time position in a creative environment with a supportive and collaborative international team based out of our Ottawa office. We offer flexible working arrangements and the opportunity for professional growth and development.

Reporting to the Vice President of Strategic Alliances and part of a small team, the Manager will be responsible for fundraising with large corporate donors and contributing to DOT's business development research and pipeline, with a focus on a private sector and blended finance portfolios. The Manager will also assist affiliates within the DOT network in the development and management of corporate partnerships and funding opportunities. The Manager will support other team members in preparation for all meetings with current and potential donors including corporate partners, private donors and government officials.

As the successful candidate, you are both a leader and team player, with strong interpersonal and intercultural skills. You are strategic, with the ability to establish and develop new funding and partnership opportunities. You possess a strong spirit for community service and share DOT's passion for the role of youth and women's empowerment in creating a better world.



Responsibilities:

- Committed to supporting DOT values of inclusivity, collaboration, gender equality and youth leadership
- Build and lead portfolio partner and donor relationships, with a particular focus on the private sector, by researching, soliciting and cultivating compatible stakeholders
- Identify, develop and close private sector, blended finance, and individual prospects fundraising opportunities to meet DOT's funding priorities.
- Prepare regular reports on fundraising progress, budgets, receipts and expenditures
- Develop and implement logic models and performance management frameworks to address donors' funding expectations and to mitigate risk
- Investigate and introduce innovative funding models and expand organizational knowledge and expertise of industry trends
- Contribute to building business development pipelines
- Develop funding and partnership proposals, typically large scale of value in the hundreds of thousands dollars or greater range
- Contribute to development of strategic communications pieces and provide support for DOT participation in international networks and fora

Qualifications:

- Must have five years' experience in international development fundraising
- A post-secondary education in Commerce, Communications, or a related field. Candidates with equivalent work experience will also be considered
- Demonstrated experience in researching and writing large proposals of \$500,000 to \$1,000,000+ proposals to secure funding for programs and partnerships
- Strong interpersonal and networking skills with the ability to collaborate with a variety of stakeholders. As the successful candidate you appreciate the value of networking in securing large donations
- Excellent written and oral communication skills in English
- Highly organized and able to deliver against short and shifting timelines
- Ability to work in a team and independently
- Knowledge of innovative funding models
- Strong international development experience
- Demonstrated leadership skills in organizations, movements or programs for youth and gender inclusive-led development is an asset to the role
- Experience developing and implementing logic models and performance management frameworks
- Ability to work flexible hours at peak times, and to travel as may be required to Africa, the Middle East, Europe and Latin America. Domestic short-term travel is also occasionally required
- Strong written and oral communication skills in French, Arabic, Swahili or other regionally relevant languages would be an asset

What DOT Offers:

- Competitive salary and benefits package
- Flexible working arrangements
- Contribution towards child care expenses due to travel demands
- Opportunities for professional growth and development

To Apply:

Please submit your application at www.dotrust.org/careers/manager-of-business-development/

Please include a copy of your resume, cover letter and a writing sample in your application. Your cover letter should include highlights of successful international funding development initiatives you have participated in.

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

DOT is an equal opportunity employer and accommodates people with disabilities throughout the recruitment and selection process.