

## Business Development Officer

At Tearfund you join a group of believers who are passionate about ending poverty and believe that the poor are precious to God. We believe that God's people are a hub of change, and that the local church is the best way to transform lives, restore relationships, and help people be lifted out of poverty. When disasters strike we respond quickly. We won't stop until poverty stops.

### Is this role for you?

- Are you passionate about using your skills to help people become free from poverty, living transformed lives, and reaching their God-given potential?
- Do you love building relationships?
- Do you love raising funds for causes that you love?
- Are you passionate about refining your skills with strategic thinking to elevate you to leadership?
- Can you balance analytical insights with creative thinking to develop solutions?

If so, we encourage you to apply.

### Position Profile

<b>Position</b>	<b>Business Development Officer</b>
Reports to:	National Director of Development
Location	Markham, Ontario (or remote)
Position Type	Full-time contract (35 hrs)
Compensation:	\$19/hour
Dates	May 6, 2024 – August 23, 2024

### Role Description

As Business Development Officer, you will play an important role in a growing, dynamic, international non-profit and will be expected to give it your all, take initiative, and help take Tearfund to new heights.

You will be involved in several diverse and important partnership initiatives throughout the course of your term that will invite new people to join in Tearfund's mission of ending extreme poverty. The business development officer will support the Development team in day-to-day operations including researching sponsor opportunities, communicating with donors and foundations, and ongoing stewardship.

You will be involved in a dynamic and young team and be expected to think strategically, be action oriented, and contribute individually and as a team player.

### Overview of Activities

- Work collaboratively across the Tearfund Canada Team, gathering and sharing stories of impact in the Global South to our donors
- Work closely with our Grants and Foundations Lead and help follow-up on Letters of Intent for funding



- Learn and deepen your understanding of international development from our partners in the Global South
- Engage with Canadian Church leaders and help equip communities to engage with poverty alleviation and justice
- Provide support for on-going development activities of fundraising team
- Provide admin support for National Director of Development – trip planning, Raiser's Edge updates
- Connect with churches and help clean our data for point of contacts

### Donor Engagement

- Help build and scale our donor engagement strategy
- Phone to thank our donors – large single gifts and monthly donors
- Work with National Director of Development to re engage inactive donors
- Help prepare annual Major Donor touchpoints – report and proposal writing
- Research, identify, and help build strategy for corporate funding
- Connect with churches and help clean our data for point of contacts

### Qualifications

- Fully aligned with the vision, mission, and values of Tearfund Canada, including Statement of Faith and Lifestyle Expectations
- A passion to learn about international development and Tearfund Canada's mission
- Loves building relationships with people – a great storyteller
- Loves raising funds
- Must be an excellent writer, able to consistently and effectively communicate Tearfund's message in grant applications and reports
- Must be comfortable speaking on the phone with foundation directors and major donors
- Must be detail oriented and organized to meet all of our foundation deadlines
- The Fundraising Intern should have excellent communication and organizational skills, and approach each situation with positive and constructive energy.
- Proficiency with MS Word, Excel, Google Drive, PowerPoint, and Dropbox are required.
- Marketing and communication skills will be beneficial as it relates to reaching out to donors, businesses, organizations, patrons and other supporters.
- Proven track record of being highly motivated and driven.
- Able to get things done. Willing to roll-up sleeves and do what is needed. Will seek out the answer if doesn't know how to do something.
- A team player, but also able to work independently without supervision.

### Application

To apply, please email us your cover letter and resume to [hr@tearfund.ca](mailto:hr@tearfund.ca). Your cover letter should include a description of:

1. Why you're the right fit for this position
2. Your related education and experience
3. How you would integrate faith with this role



**Applications will be accepted until March 28, 2024.**

**\*\*\*IMPORTANT - PLEASE READ\*\*\***

This is a Canada Summer Jobs position and therefore the candidate must:

- be between 15 and 30 years of age at the start of the employment\*
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\*; and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- \*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

\*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

Please note that “as in 2019, funded employers are no longer restricted to hiring students: all youth aged 15 to 30 years may be eligible participants.”

*Qualified candidates must be able to demonstrate a commitment to the core values and Christian mission of Tearfund Canada.*

*Tearfund Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

We thank all applicants for applying, however will only reply to those selected for interviews.

To learn more about Tearfund Canada, visit [Tearfund.ca](https://tearfund.ca)