



CANADIAN FOUNDATION FOR DIETETIC RESEARCH  
LA FONDATION CANADIENNE DE LA RECHERCHE EN DIETETIQUE

**Position Available:** Operations Manager  
**Closing Date for Applications:** Friday, November 13, 2020 (noon EDT)  
**Estimated Start Date:** On or before 4 January 2021

**BACKGROUND**

The **Canadian Foundation for Dietetic Research (CFDR)** is a registered charitable foundation that provides grants for research in dietetics and nutrition. This research supports quality advice, programs, resources and service delivery—based on credible scientific evidence—that ultimately enhances the health of Canadians. The Foundation’s work is made possible through the support of corporations, dietitians, individuals and other organizations who share our concern for the nutritional wellbeing of others.

**POSITION OVERVIEW**

CFDR is seeking a dynamic, hands on leader who thinks strategically and achieves results through teamwork, strong relationship building and action in the role of Operations Manager. Reporting to the Board of Directors, the Operations Manager is delegated to lead and implement strategic plans to achieve the goals set by the Board, using means consistent with CFDR values and Board policies.

The Operations Manager will be responsible for the development and implementation of fundraising for the Foundation, including building and managing private sector relationships to support the long-term sustainability of the Foundation.

The Operations Manager will work part-time at 0.5 FTE from a home-based office in Ontario/ Greater Toronto Area.

CFDR is committed to being a mutually supportive, engaged, diverse and inclusive professional community. To that end, we encourage applications from First Nations, Métis and Inuit peoples, racialized persons and those who identify as 2SLGBTQ+.

**TO APPLY**

Qualified candidates are invited to send the following by email to [info@cfdr.ca](mailto:info@cfdr.ca) with subject “**Operations Manager, CFDR**”

1. **Cover Letter** indicating why you are the ideal candidate, and your **Salary Expectations** for a 0.5 FTE position.
2. **Resume**

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

## **KEY RESPONSIBILITIES**

### **Fundraising**

- Develop and implement an innovative and sustainable fundraising program (including Corporate campaigns), leveraging all Foundation's key assets.
- Represent and advocate effectively for the Foundation.
- Manage the fundraising cycle (identification, qualification, cultivation, solicitation, stewardship), with a high rate of activity in each stage, ensuring movement of donors between stages occurs routinely.
- Identify new funding partners and new models or opportunities.
- Develop materials, including prospectus and speaking points for all fundraising calls and meetings.
- Develop and implement a communication plan to support fundraising goals and research activities.
- Implement Corporate donor benefits.
- Maintain and nurture current relationships with key decision makers and build new contacts to meet funding targets.
- Lead fundraising activities including logistics.
- Support board and volunteer engagement opportunities.
- Manage records.
- Speak publicly to mobilize, motivate, and build support.

### **Research Awards and Communications**

- Manage the annual Research Grant Competition Program and Special Research Grant Competition or Research Contract and activities.
- Appoint and provide support to the Chair of the Scientific Review Committee.
- Write content for promoting the program and communications to applicants.

### **Research Communications**

- Manage the annual Research Showcase and activities in collaboration with Dietitians of Canada.
- Appoint and provide support to the Chair of the Abstract Review Committees.
- Write content for promoting the program and communications to applicants.

### **Governance**

- Act as the Secretary of the Corporation (officer).
- Work collaboratively with the Chair to prepare Board meeting agendas and meeting materials.
- Attend meetings, take minutes, finalize all Corporate Records.
- Write the Foundation's Annual Report.

### **General**

- Manage CFDR operations, including working collaboratively with staff of Dietitians of Canada for direct program services provided to the Foundation under a Memorandum of Understanding.

## **QUALIFICATIONS**

### **EDUCATION**

- Relevant education to assume a leadership role with a charitable health research foundation, such as a business or public administration degree/ certificate; or acceptable combination of education and relevant experience.

### **EXPERIENCE**

- 3-5 years of experience working with proven success, and an excellent track record of supporting fundraising activities and working in collaboration with stakeholders to manage solicitation of gifts. The ideal candidate will have Face to Face Fundraising, Canvassing, Sales and Marketing, Team Leading/ Management experience, and
- 3-5 years of managerial experience (in staff or volunteer capacity) in foundation/association sector, with proven track record in a small to medium not-for-profit organization with a provincial or national focus. The successful candidate will be highly capable, organized, creative, personable, solutions-oriented, proactive, diplomatic, service-oriented, and strategic thinker.
- Must possess the skills needed for developing and strengthening relationships with CFDR key stakeholders (corporate partners, donors, researchers, individual dietitians) and more specifically excellent communication and collaboration skills.
- Demonstrated planning, marketing and negotiation skills.
- Exceptional written and verbal communications skills, including proposal writing and delivering presentations to potential or current prospects and partners and advertisers.
- Proven skills to manage database information and to effectively use communications technology are also required. Proficient in the Microsoft Office suite of products, database software and spreadsheet programs.
- Experience working effectively with volunteers and volunteer boards in a leadership role is an asset.
- Practical knowledge of dietetics and/or research grant process is an asset.
- Ability and willingness to travel as needed for meetings with prospects and potential partners and association events.
- Ability to work independently, and as part of a collaborative team with strong interpersonal skills to liaise with senior management, staff, corporate contacts and association members.
- Flexible in order to balance leadership/direction-giving with a team/volunteer management approach.
- Fluency in English (written and verbal); French bilingualism will be considered an asset.