



Volunteer Position Description: Director of Business Development

Application Deadline: June 18th, 2017 at 11:59:59pm

Time commitment: 3 hours per week.

Contract Timeline: Orientation meetings will be arranged ad-hoc during the summer, formal work starts in September 2017 – June 2018.

Context: Student Voice Initiative is working to increase student voice within education systems across Canada. The SVI team does this through supporting stakeholders including both educational leaders and decision-makers, as well as students. In order to do act upon our organizational priorities through various projects and collaborations, SVI must acquire funds and maintain sharp oversight of its funds.

Position Responsibilities:

The Director of Business Development is responsible for working with the Executive Director in order to acquire and maintain SVI's organizational funds. The Director will be communicating primarily with potential sponsors, grantors and donors. The Director will be responsible for:

- Expanding SVI's financial resources
- Researching and identifying potential clients: sponsors, grantors and donors.
- Delivering pitches and network with potential clients to build awareness of SVI
- Writing grant and sponsorship applications to secure organizational funding.
- Building and maintaining relationships with clients
- Maintaining SVI's financial expenditures

Position Requirements:

The Director of Business Development must:

- Have an interest in student engagement, student voice, as well as business and finance.
- Be able to work independently with minimal supervision, yet collaborate within a team setting
- Be able to work towards, and consistently meet, deadlines
- Have access to a computer and the Internet.
- Have superior skill in maintaining financial documentation and ideally have profficiency in Quickbooks.
- Have excellent written and oral communication skills.
- Ideally, have experience working in a business development/finance position
- Ideally, have experience applying for and successfully acquiring grants/sponsorships/donors.

How to Apply: Email a CV to naima@studentvoicei.org and fill out the following [form](#) by June 25th, 2017 at 11:59:59pm. Please provide documentation in PDF format. Cover letters are not a requirement.

For more info please contact naima@studentvoicei.org.

The Student Voice Initiative team values the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourages women, Indigenous people, people of colour, people identifying as LGBTTQI, members of ethnic minorities, immigrants and people with disabilities to apply. Please indicate if you consider yourself to be a member of one of these groups and would like to be considered as such for the purpose of this hiring process.