



Fundraising & Development Officer

Organization: Association pour la santé environnementale du Québec – Environmental Health Association of Québec (ASEQ-EHAQ)

Location: Remote, Canada-wide (Québec-based preferred)

Position Type: Full-time (Monday to Friday, 9:00 AM to 5:00 PM)

Compensation: \$27/hour

About Us

The **Association pour la santé environnementale du Québec – Environmental Health Association of Québec (ASEQ-EHAQ)** is a nonprofit organization dedicated to improving accessibility and inclusion for people living with Multiple Chemical Sensitivity (MCS). We collaborate with communities, institutions, and governments to remove barriers, promote healthier environments, and create systemic change.

As part of the next phase of the Empowering Community and Removal of Barriers (**ECRoB**) project, we are seeking a **Fundraising & Development Officer** to build long-term sustainability through donor development, grant writing, and partnership-building.

Key Responsibilities

- **Fundraising & Proposal Development**
 - Identify and research potential funders, sponsors, and partners.
 - Draft and submit funding proposals, sponsorship packages, and donor appeals.
 - Write timely reports for funders, highlighting project outcomes and impact.
- **Donor & Partner Relations**

ASEQ-EHAQ

Association pour la santé environnementale du Québec • Environmental Health Association of Québec

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- Develop and manage relationships with donors and partners.
- Maintain a donor and funder database with accurate records of interactions.
- Ensure timely acknowledgements, updates, and stewardship communications.
- **Sustainability & Strategic Development**
 - Work with the ED and CEO to secure long-term resources.
 - Develop sustainability pathways, including sponsorships, institutional partnerships, and resource integration.
 - Support all five strategies by ensuring continuity of activities beyond federal funding.

Qualifications

- Post-secondary education in fundraising, nonprofit management, communications, or a related field (equivalent experience considered).
- Proven track record in **grant writing, donor relations, and fundraising, including corporate funding development**.
- Strong writing and reporting skills with attention to detail.
- Excellent interpersonal skills and ability to build relationships across sectors.
- Bilingualism is **required (French and English – spoken and written)**.
- Knowledge of the nonprofit, health, or accessibility sectors is an asset.
- Ability to work independently in a remote environment.

Work Conditions

- **Remote position** – must have access to a stable internet connection and computer.
- Full-time (Monday - Friday, 9:00 AM - 5:00 PM EST).
- Compensation: **\$27/hour**.
- While this is a remote position, applicants must reside in Canada and be legally eligible to work in the country.
- **Please note that this position requires full engagement during work hours and adherence to the organization's policies.** Outside contracts or freelance work that interfere with job performance, productivity, or responsiveness are **not permitted**. Periodic performance reviews will ensure alignment with our mission, timelines, and expectations.

How to Apply

Please send your **CV and a brief cover letter** to emploi@ehac-asec.ca with the subject line: *Fundraising & Development Officer Application – ASEQ-EHAQ*.

Applications will be reviewed on a rolling basis. Only candidates selected for an interview will be contacted.

Important Note

We take the integrity of our recruitment process seriously. By applying for this position, candidates confirm that:

- All materials submitted are original and accurately reflect the applicant's qualifications and experience.
- Reference contacts and supporting documents are truthful and verifiable.
- Any attempt to misrepresent identity, qualifications, or external endorsements (e.g., falsified reference letters or AI-generated documents) **will result in immediate disqualification.**