

## **JOB DESCRIPTION**

### **Job identification**

Job title: Chief Advancement Officer  
Division: Advancement and Communication  
Supervisor: Director  
Job Status: Contract, 3 years, full-time (35 hours per week)  
Posting Period: April 28 to June 1<sup>st</sup>, 2025  
Job entry: As soon as possible

### **Position Summary**

The Chief Advancement Officer (CAO) is a visionary, strategic, and relationship-oriented leader responsible for the overall advancement and philanthropic strategy of the CCA. As a member of the Executive Leadership Team, the CAO plays a critical role in shaping the institution's future, securing its long-term financial sustainability, and enhancing its global visibility and impact.

Passioned by CCA's mission and way of thinking as an advocacy organization, is an effective communicator who is keen and able to interest people around pressing issues and ideas; a people-person who will know how to enthusiasm and convey others in supporting CCA activities and its long-term plan.

The CAO oversees all aspects of fundraising, including major gifts, institutional partnerships, capital campaigns, planned giving, grants, and donor stewardship. They lead the Advancement team, cultivate meaningful relationships locally and internationally, and work in close partnership with the Director, Chief Operating Officer (COO), Chief Communications Officer (CCO), and the Board of Trustees.

This position is pivotal as the CCA approaches its 50th anniversary in 2029 and celebrates the 100th birthday of its founder in 2027, with ambitious institutional goals and growing support from an engaged global community.

**For the full job description, please visit our CCA Careers page using the link below.**

Please submit your application (résumé and cover letter) via our [CCA Careers Page](https://careers.smartrecruiters.com/CCA1/careers) (<https://careers.smartrecruiters.com/CCA1/careers>) **no later than June 1<sup>st</sup>, 2025**, to the attention of the People and Culture Division of the Canadian Centre for Architecture. Only selected candidates will be contacted.

The CCA is an equal opportunity employer and encourages diversity. The CCA invites anyone having the qualifications listed in the job posting to apply.