



Centre Canadien d'Architecture / Canadian Centre for Architecture

JOB DESCRIPTION

Job identification

Job title: Philanthropic and Grant Writing Specialist

Group: Advancement and Communications

Service: Advancement

Immediate Supervisor: Principal Manager, Partnerships and Philanthropy

Job Status: Contract, 3 years, full-time (35 hours/week)

Posting Period: 19 December 2025 to 11 January 2026

Job entry: February 2026

Mandate

The CCA's Advancement and Communications group designs and implements integrated strategies for communication, outreach, and fundraising, in alignment with the institution's mission, vision, and strategic objectives. The group ensures the coherence of the organization's identity through brand management, institutional communications, fundraising campaigns, digital communications, and strategic partnerships.

The Advancement department is responsible for mobilizing financial resources to support the CCA's strategic priorities. It develops ambitious fundraising strategies, builds and sustains long-term relationships with donors and partners, and ensures the integrity, ethical standards, and effectiveness of the institution's philanthropic operations.

Job summary

The Philanthropic and Grant Writing Specialist plays a key role in securing public and private funding for the Canadian Centre for Architecture (CCA) by preparing compelling, rigorous grant proposals and reports for government agencies, foundations, and corporate partners. The incumbent identifies funding opportunities, develops persuasive cases that demonstrate the alignment of CCA projects with funders' priorities, and ensures that all grant-related activities reflect and support the CCA's mission, vision, and strategic priorities. The position also involves identifying prospective donors and maintaining strong relationships with key stakeholders.

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 January 11, 2026**, 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.