



FUNDRAISING ASSISTANT – Contract May 1 to September 1, 2023

Are you looking for meaningful summer job experience with a dynamic organization that impacts the lives of children living with chronic hunger from severe food insecure homes in the Waterloo Region?

Are you pursuing a career in fundraising, development, marketing, communications, public relations or a related discipline?

If you answer yes to any of the foregoing, Food4Kids Waterloo Region may have the summer job for you!

Reporting to the Giving and Engagement Manager, the Fundraising Assistant will assist in the coordination, execution, and evaluation of fund development activities for Food4Kids Waterloo Region. In this role, the Fundraising Assistant will provide administrative support and work with the Food4Kids Waterloo Region team to raise awareness and garner revenue and non-financial support.

Key Responsibilities:

- Participate in various events, and work with staff on communications, partners, and overall logistics
- Assist to increase gross revenue by renewing past donors, engaging, encouraging, and supporting participants to successfully achieve fundraising goals
- Help execute a communication plan based on the Food4Kids Waterloo Region communications strategy, working with Marketing and Communications Team
- Support media and promotions as needed including social media posts
- Work with the Food4Kids Waterloo Region team to manage budget and expenses
- Assist in stewarding key relationships: local donors, sponsors, participants, volunteers, and vendors
- Support third-party events, assisting with logistics and planning
- Revenue processing responsibilities using donor management software
- Working with the team to develop donor materials
- Perform other related duties as required or assigned to gain experience and support the overall goals of the organization

Knowledge, Skills and Abilities

- Knowledge of Food4Kids Waterloo Region and willingness to learn. Concern for and interest in issues of poverty, food insecurity and social justice.
- Excellent communication, time management, and organization skills
- Ability to speak publicly and communicate effectively verbally and in writing
- Post-secondary education in fundraising, event planning or another related field is a strong asset
- Experience in fundraising and events in a non-profit setting
- Exceptional project management skills to set goals and priorities, create/implement action plans and budgets, document, evaluate and learn
- Exceptional customer service and relationship management skills (diplomacy, discretion, and tact), with the ability to respond to various levels of expectations from a variety of stakeholders;
- A cooperative team player able to work independently and make sound decisions and judgments.
- Skills in computer and web applications including Microsoft Office, Google sheets, Google analytics, website, and social media
- Proficient in the use of learning new applications and donor management software is an asset

Working Conditions

- Ability to work autonomously and as part of a team.
- On-site office with a regular work week of 35 hours Mon-Fri. Occasional evening and weekend work is required for attendance at meetings and special events, where lieu time is given.
- Flexible, versatile, and able to adapt to a changing work environment.
- Interacts with employees, volunteers, external stakeholders and management with dignity, respect, and professionalism.
- This is a full-time contract position for 16 weeks, starting as early as May 1, 2023. Compensation is \$15.55 per hour.

Application

To apply, please email us your cover letter and resume to lorrydette@food4kidswr.ca. No phone calls, please. Please include in your cover letter a description of why you're the right fit for this position

Applications will be accepted until April 1, 2023

As part of Food4Kids Waterloo Region's commitment to racial justice, reconciliation, and inclusion, we encourage applications from members of Black, Indigenous, and racialized communities; Two-Spirit, non-binary, trans, lesbian, gay, bisexual, and queer people; people with disabilities; and members of other equity-seeking groups. Accommodations are available on request for people with disabilities who are selected for an interview and for all aspects of the selection process. If an applicant or a successful candidate requests an accommodation, we will discuss their needs with them and make adjustments to support them.

IMPORTANT – PLEASE READ

This is a Canada Summer Jobs position and therefore the candidate must:

- be between 15 and 30 years of age at the start of the employment*, and
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*

***International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.*

Please note that "as in 2019, funded employers are no longer restricted to hiring students: all youth aged 15 to 30 years may be eligible participants."