



Fund Development Assistant

Employment Type:	Full-time or part-time, Canada Summer Job contract position
Level:	Entry
Location:	Yonge and Eglinton in Toronto
Website:	www.easterseals.ca
Compensation	\$14/hr– max 280 hours
Start/End Date:	flexible

The Federal Government Canada Summer Jobs Program is an initiative of the Youth Employment and Skills Strategy, which aims to create quality summer work experiences for **all young Canadians (aged 15 to 30 years)** to develop the skills and gain paid work experience to successfully transition in the labour market.

Easter Seals Canada is committed to the quality of the summer jobs program we offer. The successful candidate will be provided with mentoring and genuine learning and development opportunities.

About the Organization:

Easter Seals is a national charitable organization with close to 100 years of community service in Canada. We are a trusted industry leader and Canada's largest local provider of programs, services, issues-leadership and development for the disability community. We strive to enhance the quality of life, well-being and independence of Canadians living with disabilities.

Easter Seals helps to ensure that all children, youth and adults who are living with disabilities have access to the equipment, technology, programs, services and support they need to make the most of their abilities and participate fully in society.

About the Position:

This position will be responsible for executing and supporting all fund development activities for Easter Seals Canada.

Reporting directly to the Vice-President of National Development and working with the development team at Easter Seals Canada, the **Fund Development Assistant** will help support a variety of tasks related to bringing in money from individual and corporate donors/partners to sustain our organization's growth. Much of the day's work will be spent researching and producing print/electronic projects including and not limited to funding proposals, grant submissions and annual fundraising campaigns. As well as build and enhance the Easter Seals brand by creating compelling and persuasive communication materials for internal and external audiences.

The following description provides a brief outline of the duties and responsibilities of the position as well as the skills and characteristics that would help ensure a successful placement.

Duties and Responsibilities:

- Develop customized solicitation proposals, sponsorship packages, briefing documents, grant submissions and presentation documents intended to secure major gifts and sponsorship revenues



- Conduct proactive research using online research databases to support the identification and solicitation of individual and corporate donations
- Match donors' funding priorities with the work of the organization and its funding needs.
- Write and create content for stewardship engagement and impact reports
- Participate in cultivation/stewardship activities for existing donors and national partners
- Develop print and digital collateral to be used for fund development reports, and presentations.
- Champion the brand both internally and externally.
- Maintain calendars of grant progress, due dates and reports.
- Other duties as assigned which may include preparing materials for distribution and handle copying, filing, mailing, and e-mailing.

Skills and Characteristics of Successful Interns:

The ideal candidate will have a genuine interest in working in the charity sector, and an interest in supporting those persons living with a disability. Essential Skills include:

- Outstanding communication skills, both oral and written are necessary
- Excellent interpersonal skills, including telephone manners
- Excellent organizational skills; accuracy and attention to detail
- Proactive, creative, and enthusiastic.
- Collaborative, Flexible and Adaptable

Education and Other Experience:

- Diploma/Degree in related field
- Advanced skills in Microsoft Office (Word, Excel, Publisher is required)
- Demonstrated ability in writing and developing sponsorship packages, donor reports, and digital collateral
- Some or related experience in donor/prospect research, an asset
- Prior training/experience using MS Publisher, Adobe Photoshop, Apple iMovie and/or WordPress, an asset
- Graphic design, video production and web development experience, an asset.

Qualified and interested applicants are encouraged to submit a resume and cover letter (PDF format) addressed to Easter Seals Canada to partnerships@easterseals.ca no later than **5pm Friday, JUNE 12th 2020.**

We thank all applicants for their interest and will only contact those selected for interviews.

Candidates from diverse groups are encouraged to apply. We are committed to fostering an inclusive, barrier-free and accessible environment. If you have been contacted for an interview and require an accommodation due to a disability to participate in the recruitment and selection process, please advise and we will work with you to meet your needs.