

Fund Development Assistant

Description

Kids Brain Health Foundation <https://kidsbrainhealth.ca/about/donate/> is committed to engaging the community in supporting neuro-diverse children and their families, so they can live their best possible lives.

The Fund Development Assistant will report to the Senior Director, Philanthropy. The Assistant should have experience with writing copy by synthesizing complex information into digestible content, online research, and data entry. The FD Assistant will serve as a member of the KBH Foundation team and will be responsible for writing thank you letters, developing stewardship reports and an LOI campaign with Foundations. In addition, they will enter data into Salesforce (our CRM), and conduct online prospect research. The Assistant will work closely alongside the Senior Director, Philanthropy, and will have the opportunity to attend Foundation Board meetings.

Requirements

- Preferred level of education: post secondary education in communications, public relations or non-profit management.
- The candidate will be expected to work from home with scheduled virtual and in-person meetings with the Senior Director, Philanthropy.

Tasks and Responsibilities

- *Fundraising*: Conduct a letter on intent campaign with Foundation prospects to raise unrestricted funds for the Foundation (Communication, Creativity and Innovation, Digital Skills)
- *Stewardship*: Write engaging and meaningful thank you letters and create templates for stewardship reports. (Communication, Creativity and Innovation)
- *Database Management*: Help enter prospect research for the foundation into the database. (Digital & Teamwork Skills).

Successful applicants will receive mentorship and coaching from the Senior Director, Philanthropy, and have the opportunity to hone the following skills:

- Creativity and Innovation
- Communication
- Collaboration
- Digital skills
- Teamwork

Job specifics:

- Hourly Wage \$20.55
- Start date June 3, 2024
- End date July 26, 2024 (total 8 weeks)

- 35 hours a week

To apply: Please send your cover letter and resume to admin@kidsbrainhealth.ca by May 27th at 4 PM.

In addition, applicants must be:

- Between 15 and 30 years of age (inclusive) at the start of employment;
- A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c. 27]*; and
- Legally entitled to work according to the relevant provincial / territorial legislation and regulations.

****International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.***