

Fundraising Assistant

Canada Summer Jobs

Pending Grant Approval

Emmanuel International Canada is a global Christian organization which exists to encourage, strengthen, and assist churches worldwide to meet the needs of the poorest of the poor in their communities, demonstrating God's love, transforming lives! Emmanuel International Canada seeks to connect you to the communities in which we operate around the world. We are seeking energetic and compassionate students to join our staff.

Eligible Students:

To be eligible to participate in the Canada Summer Jobs program, an individual must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Qualifications:

- Must be willing to work in a team
- Preference will be given to a student currently enrolled in a post-secondary Fundraising Program/Volunteer management program
- Some experience in donor relations is an asset
- Organized with administration experience

Responsibilities:

- Develop, coordinate and implement fundraising activities as per educational training
- Research, find and prepare submissions for a variety of grants and foundations
- Track fundraising activities and relationships developed
- Identify and solicit major donor gifts and prospects
- Research current fundraising trends
- Implement training in the area of fundraising from post-secondary institutions
- Participate in local community events, such as the Strawberry Festival and the Love Stouffville initiative
- Collect, maintain and store data collected from fundraising efforts for future use.



EMMANUEL
INTERNATIONAL CANADA

Salary: \$11.00/hr for 37.5 hours a week
Closing Date: April 26, 2010

Send application to personnel@eicanada.org quoting the job title **CSJ-Fundraising Assistant**. Only those candidates considered will be contacted.