

**Job Description: Fundraising Assistant**

Human Concern International (HCI) is a registered Canadian charity working to change our world by alleviating suffering and tackling poverty. Established in 1979, HCI's development projects have helped communities become more self-sufficient and the emergency assistance has helped families and communities survive during hardships. Our mission is to move people from crisis to sustainability.

**Position Title:** Fundraising Assistant

**Reporting To:** Director of Fund Development

**Location:** GTA Office

**Terms:** Part time – 20 hours per week

**Deadline to Apply:** On going until a suitable candidate is found

**Key Duties and Responsibilities**

- Work with the GTA fundraising team to establish, maintain, and grow relationships with local organizations, mosque communities and their Board of Directors
- Handle all admin work related to fundraising, including working as a liaison between the accounting department and vendors to ensure payments are made on time and paperwork is complete
- Assist the donor care department with updating donor information and ensuring donor records are accurate
- Make calls to donors to solicit donations and inform them of HCI's campaigns
- Support the outreach to various mosques and local organizations for fundraising opportunities
- Create a calendar for outreach activities, including community events, workshops, appearances and other opportunities
- Assist in seeking out sponsorship of community events which can help grow HCI's brand awareness and raise funds
- Assist in the organization of special events, including donor/volunteer appreciation events, fundraising tours, and other fundraising initiatives
- Other duties as assigned

**Qualifications, Skills and Experience**

- University education, preferably a degree in fundraising or project management
- Minimum 1 year experience working in a within a fundraising and or management role



- Excellent interpersonal skills with a customer service orientation and the ability to interact with individuals from a variety of social backgrounds
- Excellent knowledge of MS Office
- Excellent prioritization and time-management skills
- Team player with the ability to work independently with little direction or supervision
- Have knowledge and experience in fundraising techniques, strategies, and best practices
- Possess the skills to work with and motivate staff, board members and other volunteers
- Strong and clear commitment to HCI's values
- Experience with Raiser's Edge is preferred

Salary

Competitive/commensurate with experience and other qualifications

Evening and weekend work will be expected.

If you are interested in this position, please email a cover letter and resume to [careers@humanconcern.org](mailto:careers@humanconcern.org) with the subject heading 'Fundraising Assistant'.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.