

Job Posting: Fundraising Assistant (Seasonal)

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.

The role of a fundraising assistant will be to support team work within the fund development team for their Ramadan 2023 campaign. The incumbent will also be responsible to participate in all fundraising activities, solicit donations from donors, processing donations and organizing special events.

Position Title: Fundraising Assistant (Seasonal)

Reporting To: National Fund Raising Manager

Location: Ottawa

Terms: Part Time –15 hours per week

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

Key Duties and Responsibilities

- Work with the 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

- 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

Compensation & Benefits

→ Salary is 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 with the subject heading 'Fundraising Assistant'.

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