

Job Posting - Seasonal Fundraising Assistant

At Human Concern International, we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of Afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than \$250 millions in aid and transformed countless lives in more than 40 countries.

Are you someone who enjoys getting involved in the community and is passionate about humanitarian work? Then this position is for you! As a fundraising assistant you will be required to support the fundraising team. You will also be responsible to participate in all fundraising activities, solicit donations from donors, processing donations and organizing special events. You are someone who has a friendly and outgoing personality who loves to connect with people and motivate them towards doing good.

Position Title: Fundraising Assistant

Reporting To: Director of Fundraising

Location: GTA

Terms: Full-time - 35 hrs per week

Deadline to Apply: Ongoing until the position is filled

Key Duties and Responsibilities

- Work with the fundraising team to establish, maintain, and grow relationships with local organizations, mosque communities and and their Board of Directors;
- Support the fundraising team to handle admin related work, including working as a liaison between the finance department and vendors to ensure payments are made on time, cheques are collected and paperwork is complete;
- Assist the donor care department with updating donor information and ensuring donor records are accurate;
- 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 tasks as maybe assigned

Qualifications, Skills and Experience

- High school or college diploma in Business Administration or related discipline;
- 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 the team and other volunteers;
- Strong and clear commitment to HCI's values
- Ability to work flexible hours;
- Energy, enthusiasm and flair to work hard and achieve ambitious targets.

Our Offer

→ Salary is as per Ontario minimum wage.

Travel, 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 "Seasonal Fundraising Assistant".

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