

Canada Summer Jobs (CSJ) Development Officer - Fundraising

Description

Position Title: Development Officer - Fundraising

Location: 124 Merton Street, Suite 401, Toronto ON M4S 2Z2 (5-minute walk from Davisville subway)

Job Type: Hybrid Full Time [Canada Summers Jobs](#) (CSJ) placement. A minimum of 8 weeks at 35.00 hours per week. (Tuesday's & Thursdays in-office required / Monday, Wednesday, Friday remote).

Proposed start date: June 10th, 2024 – August 5th, 2024 (completion of 8 weeks, at 35.00 hours per week).

Compensation: This is a Canada Summer Jobs placement for 8 weeks at 35.00 hours per week. The hourly rate is 18.00/hour.

Contact: Megan Leigh, Director, Development, Asthma Canada mleigh@asthma.ca

About Asthma Canada

Our vision at Asthma Canada is a future without asthma. As the only national organisation solely dedicated to helping all Canadians affected by asthma, we are committed to improving the lives of the Canadian asthma community through education and support services, research, and advocacy. Please visit our website at www.asthma.ca to learn more.

Position Summary

Working with the President & CEO, the **Development Officer - Fundraising** will gain hands-on experience and training in many aspects of fundraising administration, grant writing and fund development, and communications, while also gaining a strong understanding of the administration and management of a non-profit organization within the health sector.

Asthma Canada provides services to all Canadians with asthma. More than 4 million people live with Asthma in Canada and an estimated 350,000 have severe asthma. Asthma disproportionately affects newcomers, Indigenous communities, low-income, children, and those living in rural communities, and is exacerbated by the effects of climate change and the environment.

Our work focuses on public health education and awareness and fills in the missing health gaps for all Canadians living with asthma and respiratory allergies. We work at the local grassroots level, as well as provincially and nationally, to carry out our activities and support Canadians for healthy living with asthma. A specific focus of our work is for rural and remote communities lacking access to healthcare facilities, professionals and specialists.

Our work enables those living in these areas to connect with Certified Respiratory Educators over the phone or email, online, and via mail. In addition, we also work with people with disabilities, those living in high unemployment areas, and those with social or employment barriers, to help with the self-management of their asthma and self-empowerment. Asthma is the most common chronic disease affecting children and is a leading cause of work and school absenteeism and presenteeism.

Tasks and Responsibilities

The Development Officer - Fundraising will learn:

- Communications
 - Create digital fundraising and communications materials
 - Provide recognition and stewardship to donors
 - Contribute to the development of Asthma Canada's case for support and funding proposals
 - Assist with Team Asthma participant communications and messaging for the Toronto Waterfront Marathon
 - Assist with and coordinate activities to celebrate Asthma Canada's 50th anniversary
 - Provide feedback on direct mail communications
- Data Management
 - Update constituent records in database (Donor Perfect)
 - Create reports in database on donor metrics
 - Communicate with donors on receipting and/or other issues as needed
- Solicitation
 - Communicate with charitable foundations and other grant makers to gather information on submitting proposals
 - Assist with the development, creation and submission of custom proposals for foundations and other granting organizations
- Research
 - Research new foundations and/or other grant-making organizations
 - Research donor prospects, planned giving programs and development materials

What skills will the participant develop during this placement?

- Adaptability - Adaptability refers to the ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks. For example, one uses this skill to change work plans to meet new deadlines, learn how to work with new tools and improve skills through feedback.
- Collaboration - Collaboration refers to the ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.
- Communication - Communication refers to the ability to receive understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers and discuss ideas.
- Creativity and Innovation - Creativity and innovation refers to the ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and

norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way.

- Digital Skills - Digital Skills refers to the ability to use digital technology and tools to find, manage, apply, create, and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases.
- Problem-solving - Problem-solving refers to the ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience.

About You:

Ideal candidates will be energetic, inventive, hard-working, social media and web-savvy, and brimming with ideas about creative ways to engage Canadians in our mission and bring research to life.

- Excellent interpersonal and communications skills
- Strong writing, proofreading, editing, and research skills
- Self-motivated, strong organizational skills, detail-oriented, ability to prioritize, multi- task and meet deadlines
- Enthusiasm and interest in healthcare and non-profit sector

Education and Experience:

- Currently enrolled in a post-secondary program or Bachelors or Diploma in relevant discipline
- Proficiency with Canva and/or Adobe Photoshop desired (or willingness to learn)
- Good grasp of social media tools and platforms (Facebook, Twitter, Instagram, Hootsuite)
- Familiarity with Constant Contact or other web-based e-marketing service is an asset
- Familiarity with WordPress is an asset

To Apply:

The Government of Canada funded this job through the Canada Summer Jobs program. [Learn more about the program.](#)

To apply for this job, you must:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

Send cover letter and resume to by email to info@asthma.ca with the subject line “Development Officer - Fundraising”.