

### Development Coordinator Intern

- Location:** 124 Merton Street, Suite 401, Toronto Ontario, M4S 2Z2  
(5-minute walk from Davisville subway station)
- Job Type:** Hybrid Full Time [Canada Summers Jobs](#) (CSJ) placement. 8 weeks at 35.00 hours per week.  
(Tuesday's & Thursdays in-office required / Monday, Wednesday, Friday remote).
- Term:** June 10<sup>th</sup> 2025 – August 5<sup>th</sup> 2025
- 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 James, Director of Development, Asthma Canada [mjames@asthma.ca](mailto:mjames@asthma.ca)

#### About Asthma Canada:

For over 50 years, Asthma Canada has been the trusted voice for people living with asthma in Canada. As the only national organization solely dedicated to helping people in Canada affected by asthma and respiratory allergies, we are committed to improving the lives of those in the asthma community through education and support services, advocacy and research. We hope to one day see a future without asthma. Please visit our website at [www.asthma.ca](http://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 nonprofit organization within the health sector.

#### Duties & Responsibilities:

- Communications
  - Create digital fundraising and communications materials
  - Provide recognition and stewardship to donors
  - Assist with Team Asthma exposure
  - Support with direct mail campaign
- Data
  - Update records in CRM (Donor Perfect)
  - Create reports in CRM (Donor Perfect)
- Solicitations
  - Assist with the development, creation and submission of custom proposals for foundations and other granting organizations
  - Communicate with charitable foundations and other grant makers to gather information on submitting proposals
- Research
  - Research new foundations and/or grant opportunities
  - Research new donor prospects

### 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 & Experience:

- Professional experience in digital marketing, non-profit management, or English is an asset.
- Strong writing skills, including the ability to craft compelling story arches.
- Proficient with Microsoft Office 365, WordPress, as well as Adobe Creative Cloud or Canva.
- Familiar with at least one email marketing platform and eager to learn about automation and segmentation.
- Knowledgeable of Instagram, Facebook, LinkedIn, and X, and how to use them for growing a constituent base.
- Detail-oriented with the ability to review assets for accuracy before they are published, as well as analyze campaign results.
- Experience with paid channels (SEM, Google Display Network, social media advertising) preferred.

### 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)
- 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 [mjames@asthma.ca](mailto:mjames@asthma.ca) with the subject line "Development Officer - Fundraising".