

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 Summer Jobs](#) (CSJ) placement. 8 weeks at 35.00 hours per week. (Tuesday & Thursday in-office required / Monday, Wednesday, Friday remote).
- Term:** June 22nd 2026 – August 17th 2026
- Compensation:** This is a Canada Summer Jobs placement for 8 weeks at 35.00 hours per week for a total of 280 hours. The hourly rate is 19.00/hour.
- Supervisor:** Divya Iyer, Manager, Development & Stewardship, diyer@asthma.ca
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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

This position offers hands-on experience in fundraising, grant writing and communications within a national health nonprofit. Working closely with our small team, you'll support a variety of projects that help to raise funds to support Asthma Canada's education, advocacy, and research initiatives.

You'll 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.

This is a great opportunity to strengthen your fundraising and communication skills and make a real impact in the health charity sector.

Tasks and 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)
- **Solicitation**

- 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
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About You:

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

- Strong 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
 - Good grasp of social media tools and platforms (Facebook, Instagram, LinkedIn, YouTube)
 - Familiarity with Constant Contact or other web-based e-marketing service is an asset
 - Familiarity with WordPress is an asset
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To Apply:

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

To apply for this job, you must:

- Be between 15-30 years of age, at the start of the funded position.
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN
- International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program

Send cover letter and resume to acma@asthma.ca with the subject line “Development Officer – Fundraising”.