

Posting Date: 5.10.21

Application Deadline: Immediate

Position start date: May 31, 2021

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 4,000 individuals with an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

With funding from the Canada Summer Jobs program, we are seeking to hire a youth between the ages of 15 and 30 to join our Fundraising and Public Relations team as a Fundraising Intern.

Core Responsibilities:

- **Online Events:** plan and develop an online auction
- **Digital Fundraising:** *plan and coordinate digital fundraising campaigns*
- **Prospect Research:** Responsible for identifying and researching prospects for foundation, sponsorship and gift in kind solicitation.
- **Solicitation:** lead gift in kind solicitation for online events
- **Stewardship and Donor Relations:** *lead the annual thank-a-thon to donors*
- **Administration:** basic administrative tasks, including data entry and tracking
- **Other Duties as Assigned to support fundraising program needs**

Qualifications:

- Current student or recent grad of a Communications, Marketing, Special Events, Fundraising, and/or related field.
- Strong research, writing and editing skills
- Excellent telephone phone manner
- Ability to work in Microsoft Office (Word, Excel, PowerPoint)
- Understanding of data entry and some data bases
- Fundraising and/or marketing experience and an understanding of basic digital fundraising concepts
- Ability to lead a project, and know when to ask for help in order to make sound decisions
- Must be detail-oriented, team player, technologically and social media savvy

Hours of Work: 35 hours a week

Salary: \$14.25/hr

This is a remote work position, with a base out of our head office at 20 Spadina Road in Toronto.

TO APPLY:

Email a copy of your resume and cover letter to sylvie.labrosse@cltoronto.ca with the subject line containing "Fundraising Intern Position"

Upon request, accommodations for disabilities will be provided.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.