



**Institute
for Canadian
Citizenship**

**Institut pour
la citoyenneté
canadienne**

inclusion.ca
500-260 av. Spadina Ave.
Toronto, ON, Canada M5T 2E4

Fundraising and Development Assistant

Status: Contract, 3 months, full-time flexible hours

Location: Toronto or Remote. The Institute for Canadian Citizenship (ICC) office is in Toronto, candidates from outside the Greater Toronto Area will be accommodated to work remotely. The ICC team is working remotely during COVID.

About the Institute for Canadian Citizenship

The Institute for Canadian Citizenship is a national charitable organization that champions inclusion through active citizenship and advocacy. Founded in 2005 by the Rt Honourable Adrienne Clarkson and John Ralston Saul, we deliver community-focused programs for new Canadians and mobilize our international network to create a future where people, policy, and places are inclusive.

All our work is grounded in our **5 ideals**:

1. Honesty – We lead with transparency
2. Creativity – We bring imagination and innovation into everything we do
3. Questioning – We challenge all assumptions fearlessly
4. Impact – We inspire action
5. Optimism – We believe in a better tomorrow

With discrimination on the rise and heightened disparities among certain communities from COVID, this work is more important than ever.

Job Summary

As a key contributor to the ICC development team, the Fundraising and Development Assistant will provide direct support to the ICC fundraising team in achieving fundraising targets.

We're looking for someone passionate about inclusion, people and data. Reporting directly to the Manager of Fundraising and Development, the successful applicant will both help with ideation and execution on fundraising initiatives and support an organized approach to data and stewardship.

What you'll do:

- Support the research and identification donor prospects, lapsed donors and grant opportunities
- Support the donor stewardship program (thank you's)
- Support the digitization of historical donor data, data entry and tracking of relationships in Salesforce
- Support the tracking and reporting on donations, sponsorships and grants
- Generate content for fundraising proposals, social media, and web for Giving Tuesday and other campaigns

Qualifications

We're hiring just as much for the right fit as the right experience. The ICC is the right place for you if you are positive and passionate about making a positive difference through your work.

What you have:

- Post-secondary education and you were a student in the 2020 calendar year
- Experience with providing incredible customer service and demonstration of strong interpersonal skills
- Strong abilities to organize data, research and leverage digital information
- Creativity, writing and editing skills that can communicate complex ideas in a clear and engaging manner to difference audiences
- Demonstrated ability to problem solve, manage multiple concurrent projects with tight deadlines
- "All hands on deck/can do" mentality – no job is too big or too small, we work as a team

Additional qualifications that would be an asset:

- Experience with CRM system, ie. Salesforce
- Bilingualism in French and English

We thank all candidates for their interest but only those selected for interviews will be contacted.



The Institute for Canadian Citizenship is an equal opportunity employer committed to developing inclusive, barrier-free recruitment and selection processes, and work environments that support a diverse workforce. If you require accommodation measures during any aspect of the recruitment process, we will work with you to address your needs. Information related to accommodation measures will be treated as confidential.

Interested applicants should submit their cover letter and resume to Alana Dunbar, Manager of Fundraising and Development at development@inclusion.ca including why they care about inclusion in Canada by Monday November 23rd, 2020.

