



ABOUT MAKE-A-WISH® CANADA

Make-A-Wish® creates life-changing wishes for children with critical illnesses. We are on a quest to bring every eligible child's wish to life, because a wish is an integral part of a child's treatment journey. Research shows children who have wishes granted can build the physical and emotional strength they need to fight a critical illness. As an independently operating affiliate of Make-A-Wish International, Make-A-Wish Canada is part of the network of the world's leading children's wish-granting organization. We serve children in every community in Canada, and in more than 50 countries worldwide.

Since 1983, Make-A-Wish Canada has granted over 36,000 wishes across the country, over 1,000 last year alone. For more information about Make-A-Wish Canada, visit makeawish.ca. Join our team as a:

Development Assistant
Location: Greater Toronto Area
Full Time / Regular
Reference #: MAW050

JOB SUMMARY

The position is responsible for a variety of routine administrative tasks, including database management in support of the development, coordination and execution of fundraising initiatives namely 3rd party community events. Acting as a representative of the Foundation, this position safeguards the interests of the Foundation, donors, and fundraising event participants by following established fundraising policies.

PRIMARY RESPONSIBILITIES

- Assists development team in the coordination of third-party fundraising activities, (e.g., preparing thank you letters, donor recognition, event materials packages).
- Utilizes Donor Drive for accurate and timely data entry for all fundraising events, along with setting up third-party donor event fundraising pages.
- Coordinates Do-It-Yourself fundraising programs (i.e., Ice Cream for Breakfast, Lemonade for Wishes, etc.). Promotes these programs to engages new supporters, while managing current relationship with established contacts.
- Collaborates with development team to assist in the coordination of events through beginning stages to wrap up.
- Attend fundraising events and cheque presentations.
- As needed, act as the spokesperson on behalf of the Foundation at third-party events.
- Secure in-kind donations for events (i.e., auction prizing, giveaways, etc.).
- Facilitates event related materials (ordering of signage, programs, swag, etc.).
- Provides support to committees and/or advisory teams as required to ensure success of fundraising initiatives.
- Supports first-party events on annual basis (e.g., mail outs, draft e-mails/letters, etc.).



- Collaborates with the development team in identifying opportunities for growth.
- Liaison with external sources to ensure effective promotion of fundraising initiatives.
- Maintains and manages inventory of fundraising related materials.
- Establishes and maintains relationships within the office and across the organization ensuring a teamwork approach.
- Establishes and maintains relationships with external contacts, which may include: donors, sponsors, community liaisons, volunteers, Wish Families and suppliers.
- Work as part of the development team to ensure all fundraising initiatives and donor cultivation is appropriate for the Foundation and adhering to policies.
- Applies relevant volunteer management principles and practices to ensure relationships with volunteers are developed and maintained.
- Works in compliance with the provisions of The Occupational Health & Safety Act in the applicable province of employment and its regulations and complies with the Foundation's Health & Safety Policy.
- Other duties as assigned.

QUALIFICATIONS

- Post-secondary education in fundraising or a related field.
- 1-2 years of experience in a fundraising or related role.
- Proficient in Microsoft Office 2010 (Word, Excel, PowerPoint and Outlook) and related search engines.
- Proficient in Donor Drive and Salesforce

WORKING CONDITIONS

- Home and Office environment with occasional requirements to work outside of regular office hours, during peak season to attend fundraising events.
- Occasional day/overnight travel.
- Valid driver's license and access to a reliable vehicle is required to fulfil responsibilities. Including driving on the highway

PHYSICAL & MENTAL EFFORT

- Works under pressure at peak times of the year with tight deadlines, high volume workload, and with changing and overlapping priorities.
- Physical activity may include lifting of boxes with materials, setting up equipment, etc.

A Criminal Background Check is required

After November 1, 2021, subject to relevant accommodations or exemptions, all new Make-A-Wish® Canada employees must be fully vaccinated for COVID-19 at least 14 days prior to their first day of work.



WHAT WE OFFER

Make-A-Wish® Canada offers meaningful opportunities to make an impact. We are committed to fostering a culture that aims to change lives, foster compassion and better humanity.

In return for your contributions, we offer an attractive compensation package that encompasses a competitive salary, excellent benefits and the opportunity to have a rewarding employment experience where your contributions can make a true difference every day.

HOW TO APPLY

Qualified candidates are invited to send their resume and cover letter stating salary expectations, and quoting the reference **Development Assistant, Posting #MAW050** in the subject line of the email by November 26th, 2021, to:

Make-A-Wish® Canada
Human Resources Department
Hr.Recruitment@makeawish.ca

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. No phone calls, please.

Make-A-Wish® Canada provides equal opportunity in employment and encourages applications from all qualified persons. Accommodations are available on request for candidates taking part in all aspects of the selection process.

JOIN OUR ONLINE COMMUNITY

For more information on how you can support Make-A-Wish® Canada or get involved please visit our website at [makeawish.ca](https://www.makeawish.ca).