



**FIGHTING  
BLINDNESS  
CANADA**

## **Donor Relations Administrative Assistant**

**Location:** 890 Yonge Street, Toronto | This position will be remote, with some limited in-office work, in accordance with Toronto Public Health guidelines.

### **COMPANY & CULTURE:**

Fighting Blindness Canada (FBC) is Canada's largest registered charity committed to sight saving research; contributing over \$40M to leading edge blinding eye research. Fighting Blindness Canada has funded many research discoveries and is accelerating breakthroughs in treatments and cures.

Working from our national office in downtown Toronto, you will join a high-energy, dedicated team determined to make a difference in the fight against blindness. We are motivated by the profound impact that sight-saving research and education programs have on families living with blinding eye diseases.

### **Overview of Position:**

This individual will play a central role supporting the operations and development of Fighting Blindness Canada's corporate revenue generation program such as event sponsorship, grant application, corporate partnership proposals etc. Requiring exceptional customer service and interpersonal skills, the Donor Relations Administrative Assistant is supporting all of Fighting Blindness Canada's efforts towards raising funds and awareness of vision health through corporate partnerships. This role reports to the Manager, Corporate Development at Fighting Blindness Canada.

### **Duties & Responsibilities**

- Working closely with FBC's corporate partners i.e. scheduling meetings, preparing presentations, attending meetings as a learning opportunity etc.
- Maintaining an accurate and updated database of client information and funding revenue.
- Drafting partnership proposals, event sponsorship asks, and grant applications.
- Working cross-functionally with other departments to steward corporate partners.

- Supporting prospect researching for potential new partners.  
Supporting all communication efforts to our corporate partners.

### **Qualifications**

- Exceptional presentation, verbal and written communication skills.
- Excellent time management and organizational skills.
- Strong computer skills (proficiency in Microsoft Office).
- Comfortable to learn and use database/software (Raiser's Edge, Survey Monkey).
- Proactive attitude with a passion for customer satisfaction. Able to work autonomously and as a member of a team in a fast-paced, high volume environment
- Adhere to the AFP Fundraising Code of Ethics and the Donor Bill of Rights
- Bilingualism in English and French is considered a strong asset.

### **To be eligible, participants must:**

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **Compensation**

The current hourly wage for this contract full-time position is \$15.00

**START DATE:** Monday July 5th, 2021

**END DATE:** Friday August 30th, 2021

### **TO APPLY:**

Please submit a cover letter and resume prior to 5 p.m. ET on June 22nd to [jobs@fightingblindness.ca](mailto:jobs@fightingblindness.ca)

We thank all candidates for their interest, however, only those selected for an interview will be contacted. Fighting Blindness Canada is an equal opportunity employer and supports applicants with disabilities. Accommodations are

available upon request throughout the recruitment process. Please email your request for accommodation with your application.