



**FIGHTING  
BLINDNESS  
CANADA**

### **Donor Relations Administrative Assistant**

<b>Contract:</b>	8-week contract. Starting May 30th. Ending July 23rd.
<b>Wage:</b>	\$17 per hour. 35 hours per week.
<b>Location:</b>	890 Yonge Street, Toronto
<b>Reports To:</b>	Manager, Planned Giving and Donor Relations
<b>Work environment:</b>	Hybrid, as per FBC's policies- 2 days in office, 3 days remote (subject to change based on public health guidance)

#### **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.

#### **POSITION SUMMARY:**

This individual will play a central role supporting the operations and development of Fighting Blindness Canada's corporate and major gift revenue generation programs such as event sponsorship, grant applications, corporate partnership, prospect research, and proposals and donor stewardship and admin 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. This role reports to the Manager, Planned Giving and Donor Relations, at Fighting Blindness Canada.

#### **KEY RESPONSIBILITIES:**

- Working cross-functionally with other development departments to steward donors, corporate partners, and general FBC supporters.
- Researching partnership proposals, event sponsorship asks, and grant applications.

- 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.
- Actively participate and provide support in researching and developing a national corporate sponsorship plan
- Supporting prospect researching for potential new partners and donors.
- Database entry support (updating donors records, returned mail etc.)
- Assist with corporate and donor stewardship mailings
- Use donor database software to update sponsor/donors' contact history
- Other duties as required

**Qualifications:**

- Exceptional presentation, verbal, and written communication skills.
- Excellent time management and organizational skills.
- Ability to learn quickly, prioritize, and multitask.
- 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
- Strong computer skills (proficiency in Microsoft Office).
- Comfortable to learn and use database/software (Raiser's Edge, AKA Raisin, Survey Monkey, Mail Chimp).
- 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 \$17.00

**START DATE:** Monday May 30, 2022

**END DATE:** Friday July 23, 2022

**TO APPLY:**

Please submit a cover letter and resume prior to 5pm on May 22 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.