



**FIGHTING  
BLINDNESS  
CANADA**

### **Donor Relations Administrative Assistant**

**Contract:** 8 weeks. Starting as soon as possible.  
**Wage:** \$17 per hour. 35 hours per week.  
**Location:** 890 Yonge Street, Toronto  
**Reports To:** Manager, Annual Giving  
**Work environment:** 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 fundraising program. Requiring exceptional communication and interpersonal skills, the Donor Relations Administrative Assistant will provide service to supporters who call into Fighting Blindness Canada. This role reports to the Manager of Annual Giving, and will also work with the Development team to support the operation of Fighting Blindness Canada.

#### **KEY RESPONSIBILITIES:**

- Conduct warm thank you calls to new and current donors in the donor database on a weekly basis

- Cultivate and encourage potential/new donors to become more engaged with Fighting Blindness Canada
- Database entry support (updating donors records, returned mail etc;)
- Assist with donor stewardship mailings
- Append telephone numbers to donor records by manually looking up the phone number from online directories
- Provide ongoing support to organize direct mail program outputs
- Use donor database software to update donors' contact history
- Other duties as required

### **Qualifications**

- Customer service focused with exceptional written and oral communication skills, ability to positively interact with supporters and team members, pleasant phone manners and etiquettes
- Excellent time management and organizational skills
- Ability to learn quickly, prioritize, and multitask.
- Able to work autonomously and as a member of a team in a fast-paced, high-volume environment
- Solid computer skills (proficiency in Microsoft Office)
- Comfortable to learn and use database/software (Raiser's Edge, AKA Raisin, Mailchimp)
- 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

**TO APPLY:**

Please submit a cover letter and resume as soon as possible 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.