



**FIGHTING
BLINDNESS
CANADA**

Development Administrative Assistant

Contract: 8-week contract. Starting May 29th. Ending July 21st, 2023.
Wage: \$17 per hour. 35 hours per week.
Location: 890 Yonge Street, Toronto
Reports To: Director, Development
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 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 grant applications, corporate partnership, prospect research, 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 Director Development, and will be working closely with the Donor Relations Officer and the Prospect Research Officer at Fighting Blindness Canada.

If you're hoping to gain some hands-on experience while having a true impact on people's lives, then this opportunity might be for you!

KEY RESPONSIBILITIES:

- Working cross-functionally with other development departments to steward donors, corporate partners, and general supporters.
- Providing support to research partnership proposals, and grant applications.
- Supporting prospect researching for potential new partners and donors.
- Providing support in preparing presentations, and attending meetings as a learning opportunity etc.
- Maintaining an accurate and updated database of client information and funding revenue.
- 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:

- Strong, 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 but not a requirement

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 29, 2023

END DATE: Friday July 21st, 2023

TO APPLY:

Please submit a cover letter and resume by: May 21st to 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.