



JOB POSTING

Title: Leadership Donor Support- Summer Jobs Program
Type: Temporary (up to 8 weeks), Full-time (35 hours per week)
Location: Remote (see below)
Hourly rate: \$15.00

Canadian Feed the Children's vision is a world in which children thrive, free of poverty. For 35 years, CFTC has been working with local partners in Uganda, Ethiopia, Ghana, Bolivia, and with 31 Indigenous communities in Canada, to deliver programs that have positive, meaningful, and sustained impact on the health, education and well-being of children and the self-sufficiency of their families and communities. If you share our passion for bettering children's lives, and you thrive in a collaborative, values-based culture please consider applying for this role.

Our head office is in North York however, we offer hybrid working arrangement.

About this Opportunity

Canadian Feed the Children ("CFTC") has a Canada Summer Jobs opening in **July 2022** (for 8 weeks) a tech savvy, collaborative and organized applicant. In the Leadership Donor Support role, you will provide administrative and stewardship support for Leadership donors.

This position is made possible largely due to the Canada Summer Jobs (CSJ) grant, an initiative of the Summer Work Experience program. One of the priorities of the program is to support employers who intend to hire youth in underrepresented groups. Preference for this position will be given to an applicant who self-identifies as being part of an underrepresented group:

- Indigenous youth
- Visible minorities/ racialized youth
- Newcomer/refugee youth

To be eligible, a participant must:

- Be between 15 and 30 years of age at the start of employment;
- Be a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act *and*;
- Be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Responsibilities:

1. Assist with donor stewardship activities including thank you and anniversary calling, email stewardship and greeting card support.
2. Donor calling and system updates in CRM database (Raiser's Edge). Record updates may include address and contact updates.

3. Provide progress via Teams meetings to communicate status updates and work progress.
4. Lapsed donor reactivation support including sending email communication, updating donor information and setting up follow up meetings for Leadership team member.
5. May perform other duties as necessary or assigned.

Qualifications:

- Experience with Raiser’s Edge/NXT database or similar CRM system preferred but not mandatory as training is available.
- Confident over the phone with a strong ability to work independently and effectively.
- Ability to exercise discretion and good judgement with confidential information.
- Strong technical skills with MS Office suite including Excel, Word, and PowerPoint.
- Competence with online video conferencing and chat platforms.
- An approach that is flexible, adaptive, creative and always looking for improvements.
- Strong attention to detail and high degree of accuracy.
- Good oral and written communication skills in English.
- Must be able to work effectively from home, with access to internet and phone.
- A desire to achieve our mission while making a Leadership team contribution.

How to apply:

Please quote the position title in the subject line.

Please submit your resume and cover letter **June 30th, 2022** to **jobs@canadianfeedthechildren.ca**

We thank all applicants for their interest however only those under consideration will be contacted.

Canadian Feed The Children (“CFTC”) is an equal opportunity employer. We encourage and welcome applications from qualified applicants reflective of the diverse population we serve including members of visible minorities, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Accommodations are available on request to the People and Culture department throughout the recruitment and employment process.