Osteoporosis Canada

Ostéoporose Canada

PART-TIME FUND DEVELOPMENT ASSISTANT

Come work with our team of enthusiastic employees and volunteers in a fun and supportive environment. If you have the desire to learn fund development skills and concepts and love the idea of working in a small, dynamic team, we may have the perfect job for you.

Osteoporosis Canada (OC), a registered charity, is the only national organization providing services to people who have, or are at risk for, osteoporosis. OC is a volunteer-driven organization that works to educate, empower and support individuals and communities in the risk reduction and treatment of osteoporosis.

Employment at OC is an opportunity to participate in a vibrant organization supporting an increasingly widespread population of people living with osteoporosis. We have many Chapters across the country and a passionate patient voice that keeps us well grounded in our mission.

We are seeking a part-time **Fund Development Assistant.** This position, located at our National office in Toronto, will report to the Director of Fund Development. The ideal candidate should be comfortable working non-traditional hours and understand the culture within a fund development department.

Responsibilities:

- Coordinate key fundraising initiatives for the organization
- In collaboration with the Fund Development team, coordinate events and other donor activities as designated
- Track all donations of money, goods and services and provide the appropriate follow up and thank you for donations
- Coordinate donor related communications
- Coordinate grant documents, grant reporting and manage grant lists to ensure target dates are completed on a timely basis
- Track data and create reports on various projects for the department
- Research potential funding sources
- Provide administrative assistance for the department as required

Qualifications:

- Post secondary education or equivalent of education and experience
- Two years of related work experience
- Excellent written and verbal communication skills with attention to detail and accuracy
- Excellent organizational skills and the ability to handle multiple tasks while being flexible
- Ability to work independently and to meet deadlines is essential
- Working knowledge of Raiser's Edge, Word, Excel. PowerPoint and Outlook programs
- Ability to work effectively with people from diverse backgrounds including staff, volunteers, board members, donors and business leaders
- Use of a vehicle and willingness to travel within the GTA

This is a part time position, with opportunity for the successful candidate to work three days a week (21 hours) on a flexible schedule.

INTERESTED CANDIDATES SHOULD SUBMIT A COVER LETTER AND RESUME BY FRIDAY, SEPTEMBER 9TH TO: recruiting@osteoporosis.ca.

For more information about Osteoporosis Canada, please visit our website at www.osteoporosis.ca.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.