

Posted: 26/04/2024

Fundraising Organizer

The Fundraising Organizer will assist the Operations & Finance Manager in the overall fundraising activities of Royal City Mission.

- Hours: 35 Hours per week
Duration: 8 Weeks, ends June 30, 2024
Wage: \$20.90/hour
Eligibility: As part of the Canada Summer Jobs program, applicants must be:
1. between 15 and 30 years of age (inclusive) at the start of employment;
 2. a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c. 27]*; and
 3. legally entitled to work according to Ontario legislation and regulations.

**International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents*

Responsibilities and Duties

- Assist in planning (including goals and metrics), promoting and implementing fundraising events and campaigns to meet revenue targets
- Provide administrative support to campaigns, such as preparing invitation mailings, ticket sales, prizes, social media, rentals, marketing materials, and audio-visual needs of events, set-up/tear down of events.
- Steward relationships with corporations, small businesses, other individuals, current donors, and potential donors by connecting via email, phone, mail, and in person.
- Assist with other fundraising administrative tasks including handling confidential/sensitive information.
- Receiving, opening, and documenting community donations.
- Greeting and connecting with community members in a warm and friendly manner.
- Participating in weekly intern staff meetings.
- Other duties as assigned
- Promoting the Vision, Mission, and Values of RCM

Reporting

- Report to Managing Director

Please send your resume and references to staff@royalcitymission.ca



**ROYAL CITY
MISSION**

50 Quebec Street
Guelph, Ontario
N1H 2T4

staff@royalcitymission.ca
royalcitymission.ca

