



Career Opportunity:

Resource Development Assistant

Do you want a purpose filled life? Are you looking for work-life balance? Are you looking to start your career and grow in the fundraising profession? Are you results focused with an emphasis on quality and quantity standards with great attention to detail? Do you thrive in a diverse, supportive, and change-positive team?

Join Interval House's Growing Team:

Then this is a great opportunity to be a part of a very mature resource development program with over 30 years experience in Direct Mail, Major Donor, Corporate and Foundation relationship development, and a robust communications program that includes social media, as well as working closely with Direct Marketing firms and Advertising agencies to create award-winning campaigns.

Job Details:

The Resource Development Assistant position will report to the Senior Advisor, Partnerships & Sustainability and Direct Marketing & Communications Manager.

Job Type: Full-Time Permanent

Hours of Work: 35 hours per week

Work Arrangement: Hybrid – minimum 2 days per week onsite

Location: Toronto, Ontario

You will benefit from:

- Work/Life balance
- Competitive compensation
- Employer fully paid Group Insurance benefits
- Employee Assistance Program
- Paid vacation and sick benefits
- RRSP benefits
- Career growth and professional development opportunities

Job Summary:

As a **Resource Development Assistant**, you will utilise your planning, organising, communication and creative skills in providing administrative support to the fundraising programs and communication strategies. You will interact closely with the Resource Development team in supporting the efficiency of the Resource Development department.

Duties and Responsibilities include liaising with the Resource Development Team to:

- Prepare a variety of donor letters and email communications
- Provide administrative support for donor communications, proposal packages; peer-to-peer fundraising campaign; monthly e-newsletters; social media communications; marketing materials and blogs; meeting preparation (including briefing notes)
- Event logistics coordination
- Maintain accurate donor records and databases
- Report on social media statistics and trends
- Supporting special campaigns (ex: toy drive)
- Respond to public inquiries efficiently and respectfully
- Assist with updating and maintaining the department's policies and procedures

Job Requirements & Competency:

- Minimum 1-year experience and knowledge in fundraising
- Must possess strong administrative skills
- Manages time effectively and efficiently by prioritizing, multitasking, and completing tasks in a timely manner
- Experience and knowledge in communications and event planning

- Ability to administer stakeholder correspondences as directed (ex: thank you letters, emails, etc.)
- Ability to establish and maintain professional relationships with external stakeholders
- Knowledge of digital communications tools including Facebook, Instagram, Twitter, Hootsuite, Canva, Google Analytics, and YouTube
- Demonstrates conduct that adheres to the AFP Standards of Professional Practice
- Computer proficiency in Microsoft Suite, Adobe Suite, and external databases

Essential Competencies:

- Ability to manage multiple priorities and timely completion of tasks
- Excellent verbal and written communication and presentation skills
- Ability to observe strict confidentiality
- Consistent ability to demonstrate positive and professional behavior and maintain boundaries
- Accountability, dependability, and flexibility
- Ability to receive constructive feedback
- Ability to manage conflict
- Demonstrate a proactive mindset and tendency to take initiative
- Ability to identify and manage risks
- Ability to positively adapt to and manage change
- Demonstrated ability to work as part of a team and to work with minimal supervision
- Ability to work in a racially and culturally diverse environment
- Taking initiative for self-development

Please submit your cover letter and resume to:

Attention: Human Resources / Subject line: **RESOURCE DEVELOPMENT ASSISTANT** / Email: personnel@intervalhouse.ca

Good to Know:

We thank all applicants, but only applicants with the required qualifications and competencies will be contacted.

Must be legally eligible to work in Canada and must have a valid work permit that allows the candidate to fulfill the requirements of the role.

As a congregate setting, candidates **must** meet Interval House Covid-19 vaccination policy requirements, subject to exemptions within the policy.

All successful applicants must agree to undergo a police vulnerable sector check.

Interval House demonstrates its commitment to diversity, equity and inclusion, respect in the workplace and does not condone any form of discrimination and workplace violence.

Interval House:

Established in 1973, Interval House is Canada's first shelter for women and children experiencing abuse. We are trailblazers in the campaign for women's empowerment and independence and we provide innovative, specialized, and transformative services that help to break the cycle of intimate partner violence.

Checkout our website for more details, www.intervalhouse.ca