



**Career Opportunity:**  
**Resource Development Assistant**  
**(Maternity Leave Contract: 13 – 14 months)**

**Read this first!**

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](http://www.intervalhouse.ca)

Interval House embraces challenges and changes. The organization values and encourages new opportunities, being a sector leader and colouring outside the lines. We think it's important to ask ourselves the hard questions: Are we doing what we set out to do? Do the programs and services we offer help women become self-sufficient and break the cycle of violence? As the world changes around us, we need to pivot and change. Are there gaps in our services? Should we fill them ourselves?

**What's the job?**

Interval House's Resource Development department is seeking a Resource Development Assistant.

At Interval House, the life experiences and stories of the women and children we serve inspire everything we do. 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.

**The Resource Development Assistant's job involves:**

- Providing administrative support and contribute to Interval House revenue development, communications, and event coordination.
- Prepare a variety of letters and emails for monthly, peer to peer, and major/corporate donors.
- Support with calls and emails about donations (monetary and gifts in kind) and volunteering.
- Provide administrative support for proposal packages and fundraising campaigns.
- Research, plan and develop content for Interval House social media communications calendar and campaigns.
- Support and coordinate event logistics.
- Respond to public inquiries efficiently and respectfully.
- Assist with updating and maintaining the department's policies and procedures.

**Must Have:**

- Knowledge and experience in fundraising
- Strong administrative skills
- Superior written and verbal communication skills
- Excellent organizing and time management abilities
- Experience and knowledge in administration, communications, event planning and fundraising
- Knowledge of digital communications tools including Facebook, Instagram, Twitter, Hootsuite, Canva, Google Analytics, and YouTube

**Strengthen your skills and abilities in:**

- Effective communication by writing seasonal thank you and donor follow-up letters and emails.
- Creating and designing marketing materials consistent with branding guidelines.
- Report and analyze social media statistics monthly.
- Tracking and gathering data for departmental needs, as requested.

**Job Details:**

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

Job Type: Full-Time Fixed-Term Contract (13 – 14 months)

Hours of Work: 35 hours per week

Salary Range: \$48,000 to \$51,000 annually

Work Arrangement: Onsite

Location: Toronto, Ontario

Expected Start Date: Immediately

**You will benefit from:**

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

**To Apply:**

- Email: [personnel@intervalhouse.ca](mailto:personnel@intervalhouse.ca)
- Attention: Human Resources
- Subject line: Resource Development Assistant

**Good to Know:**

- We thank all applicants and will only contact applicants with the required qualifications and competencies.
- Must have evidence of eligibility to work in Canada and legally fulfilling the requirements of the role.
- All successful applicants must agree to undergo a police vulnerable sector check.
- Interval House demonstrates its commitment to employees' health and wellness, diversity, equity and inclusion, does not condone any form of discrimination and workplace violence whether virtual or onsite.
- Interval House does not use internal AI in its recruitment process.