



Fundraising & Marketing Assistant External Posting - Summer Contract Position South Location

The organization:

Interim Place is a dynamic anti-violence organization providing shelter, counselling and advocacy supports for women*, youth and children experiencing violence in the Region of Peel. Interim Place offers a positive work environment for its employees and service excellence to its clients. We are committed to ending violence against women by acknowledging and addressing the multitude of barriers facing women who have experienced violence and by providing crisis intervention and a range of supports and services. Interim Place works within a feminist, anti-oppressive, anti-racist, queer and trans positive, disability positive, harm reduction framework.

**We use an inclusive definition of “women” and welcome Two-Spirit, gender queer, trans and non-binary people to Interim Place.*

The Opportunity:

Reporting to the Development Manager, the Fundraising & Marketing Assistant will provide support for fundraising activities that achieve development and marketing goals, with responsibility for the social media portfolio and event support. This position will also provide support to direct mail, donor recognition, and graphic design.

Key Responsibilities:

- Provide administrative support to fundraising initiatives, including the Fundraising Committee, third party events and other relevant activities or groups
- Provide timely social media updates via Twitter, Facebook, LinkedIn, Instagram, and Interim Place’s Website on Fundraising Activities and Events, Programs and Services Updates and Social Justice Issues
- Strengthen donor database, ensuring the integrity, confidentiality and accuracy of donor records, reports and mailing lists
- Coordinate and support internal/external communications (ie, monthly e-news; funding proposals, presentations and correspondence)
- Provide support for sponsor acquisition activities (ie cold calls)
- Assist with the development and implementation of community outreach strategy
- Provide support for our Annual Steps to End Violence Against Women Walk taking place at the end of August
- Provide support for our Annual General Meeting and AGM Report creation
- Support the in-kind donation program
- Coordinate and track development activities related to special events, direct mail, donor recognition, and annual/monthly giving
- Attend evening and weekend events occasionally

Qualifications:

- Microsoft Office skills and proficiency in database applications and design software including Photoshop
- Knowledgeable about social media platforms including Twitter, Facebook, and Instagram
- Experience in fundraising and/or sales a strong asset
- Knowledgeable about donor databases
- Strong verbal and written communication and interpersonal skills
- Demonstrated ability to work independently and as part of a team
- Proven ability to multi-task, set priorities, and meet deadlines



- Ability and willingness to work some evenings and weekends
- Highly ethical with confidential and sensitive information
- Fluency in additional languages would be an asset
- A feminist, anti-racist and anti-oppression analysis of violence against women

The Canada Summer Jobs Program requires that the candidate meet the following criteria:

- Be between 15 – 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Be legally entitled to work in Canada in accordance with relevant Ontario legislation and regulations.

Hours: 30 hours (4 days per week) for 16 weeks

Rate: \$14 per hour

To apply:

Please forward a resume and cover letter in PDF format, subject line: Fundraising and Marketing Assistant Application, by 5pm, Tuesday, March 17, 2020, via email to businessmanager@interimplace.com.

No phone calls, please. We thank all applicants for applying, however, only those selected for an interview will be contacted.

We will provide employment accommodation (i.e. an accessible location, technical aids, accommodation during the interview, rescheduling of interviews that fall on religious holidays, etc.) if we are advised of an applicant's needs in advance of any part of the selection process.

Interim Place is committed to the development of an organization that reflects the community and women it serves. Applications from indigenous women, world majority women/women of colour, lesbian, gay, bisexual, trans and queer women, consumer survivors and women with disabilities are strongly encouraged.

Date of Posting: March 4, 2020

Deadline: March 17, 2020

