



**TITLE:** Fundraising Organizer – Summer Student  
**REPORTS TO:** Program Manager  
**STATUS:** Temporary 8 Weeks – Full-Time (35 hours per week)  
**SALARY:** \$15.85 per hour  
**LOCATION:** Remote/work from home with occasional on-site events  
**START DATE:** June 6, 2022 (flexible)

**About Us:**

Volunteer Markham is a non-profit, charitable organization dedicated to serving Markham and surrounding communities. We passionately support our residents and community service organizations by providing community information and connecting people to volunteer opportunities.

**Responsibilities:**

- Research potential funders and build upon a prospect list of supporters
- Assist with preparing submissions and impact reports to funders
- Provide leadership on-site during corporate volunteer activities
- Responding to questions on fundraising submission
- Tracking information to report back to funders
- Participating in fundraising presentations and discussions
- Other duties as assigned

**Skills/Requirements:**

- Preference for an education in fundraising, non-profit management, communications, events management or similar field
- Maintains a positive attitude – is outgoing and cheerful with donor/sponsor interactions
- Ability to work with confidential information with discretion
- Strong computer skills in Google Suite, Microsoft Office, particularly Word, Excel, PowerPoint.
- Excellent communication skills both verbal and written
- Self-motivated with ability to work well independently and remotely with stakeholders
- Ability to occasionally both attend in-person events and meetings in the South York Region area.
- Resident of Markham/York Region city is preferred

This position is being offered through the Canada Summer Jobs Program. To be eligible, candidates must meet the following criteria:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada per relevant provincial or territorial legislation and regulations.

**To Apply:**

Please submit your cover letter and resume via email with 'Fundraising Organizer Job Application' in the subject line, to [info@volunteermarkham.ca](mailto:info@volunteermarkham.ca). **Deadline to apply is May 18, 2022.** Consideration of applications will begin immediately, and all applicants are encouraged to apply early. While we appreciate all interest, only those candidates selected for an interview will be contacted