



## Fundraising Support—Summer Jobs 2022

**Reporting to and in partnership with the Caring Connections Director**, this position is responsible for working with The Children's Link team to research and write proposals to support fundraising applications and initiatives to further our mission and work in across Alberta.

This is a contract position through, The Canada Summer Jobs Grant. Hours require flexibility as dictated by the needs of the organization and the families it supports. Work from home an option.

Details are:

**35 hours week hours at a rate of \$22.00/hr for a total of 280 hours**

Applicants must meet the following criteria:

- You are between 15 and 30 years of age (inclusive) at the start of employment.
- You are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protections Act for the durations of employment
- You have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### General Team Expectations

- Respect and follow office procedures and protocol
- Communicate appropriately and effectively with all team members
- Effective utilization of all resources critical to the operation of The Children's Link Society
- Ensure confidentiality of all family and personal information
- Complete and submit timesheet within 5 business days of the end of the month;

### Key Accountabilities:

- Research grant opportunities across Alberta that support and further the work of the agency
- Strategize a stewardship plan for current donors
- Lead role in developing strategy and execution for identifying, cultivating, and soliciting major gifts, planned gift, and tribute program donors
- Lead the Fund Development team in the planning and strategy for one planned key cultivation event throughout the year
- Promote and solicit sponsorship of events and programs
- Input information into CM

### Requirements:

- It is an asset to have some work or previous experience (volunteer or paid) working in the disability sector
- An appreciation of issues relevant to diversity
- Access to a computer
- Some previous experience/training in communications or marketing

**Skills (Ability to):**

- Motivate other
- Prioritize work and client/need

**Attributes/Values:**

- Empathetic Listener; compassionate
- Strong interpersonal, organizational and communication skills
- Self-starter and creative thinker

Children's Link is committed to employment equity and encourage candidates from diverse backgrounds, abilities, and experiences to apply. We thank you for your interest in this role.

Please send your resume and cover letter to Eryn Dewald, Executive Director, [eryn.dewald@childrenslink.ca](mailto:eryn.dewald@childrenslink.ca)



