



Ontario Professional Engineers Foundation for Education

Job Posting: Fundraising Specialist

Organization Description:

The Ontario Professional Engineers Foundation for Education (Engineers Foundation) is seeking a summer student to help build our fundraising program.

As the registered charity of the engineering profession, the Engineers Foundation nurtures tomorrow's engineers by providing 102 scholarships a year to Ontario engineering students. Its purpose is to nurture tomorrow's engineers by providing deserving students with recognition, financial assistance, and connections into the path to engineering licensure.

Duties may include, but not limited to:

- Develop impactful and efficient fundraising techniques, and provide hands-on assistance to implement these techniques
- Research prospects for corporate fundraising, make cold calls and begin to establish relationships and donor profiles
- Research employee matching programs and develop communications that can be included in various platforms to increase awareness of corporate donation matching
- Build constituent lists and profiles, including individual and corporate donors, using donor management software
- Develop communications for diverse constituent groups on various platforms (website, print, social media)
- Develop a manual and set of tools that can be used on an ongoing basis for general everyday fundraising, as well as special projects and campaigns

Qualifications:

- Must have training and/or experience in fundraising, sales/marketing, business, or a combination of the above
- Experience with fundraising campaigns, cold calling or sales/outreach an asset
- Comfortable with MS Excel, web applications/file sharing, and MS Word
- Good communication skills and professionalism
- Must be registered as a full-time student in the previous academic year and returning to full time in the next academic year
- Must be a Canadian citizen or permanent resident and legally able to work in Canada

Job Type: Summer placement Length of Employment: 8 weeks Hours: 30 hours/week	Start Date: June 4 Start/End Time: 9 am to 3 pm Salary: \$18.00/hr
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Qualified candidates can apply by sending a resume highlighting your related education and experience to info@engineersfoundation.ca by no later than May 24, 2018.