

15641-96 Ave
Edmonton, AB, T5P 2R7
Ph/Fax: 780-481-2942
www.kidsontrack.org



Job Title: Fund Development Assistant- 1 position available

Position: 12 weeks, 30 hours/week

Start date: April 18, 2017 (grant dependent)

Location: 15641-96 Ave, Edmonton, AB

Rate of pay: \$15.50/hr

Apply with cover letter and resume. Please include relevant course descriptions and certificates and volunteer work. Please include any experience working, volunteering, or participating in a faith based organization. Please send to kristy@kidsontrack.org

Duties and Responsibilities:

- Assist with the implementation of a fund development plan including sponsorships, grants, donor relationships, and fundraising for special events.
- Assist with communications related to fundraising.
- Assist with the planning and execution of special fund raising events as specified in the fund development plan to generate funds.
- Utilize donor software platform tools in eTapestry, Canada Helps, and other online donor platforms.
- Assist with the solicitation of gifts including event sponsorships, summer program sponsorships, and capital projects.
- Assist with the stewardship of donors to maintain engagement and relationship with Kids On Track.

Requirements/Skills:

- Must be in agreement with the Christian mission of the organization
- Experience with online donor platforms an asset
- Must have experience in communication with businesses and donors
- Must have pleasant manner and able to respond appropriately to the public
- Must have basic administrative and management skills
- Must be organized and detail oriented
- Must have basic marketing skills
- Driver's license and access to own vehicle an asset (mileage reimbursed)
- Current first aid and CPR is an asset
- Must submit a clear Police Security Check and an Intervention Record Check
- Minimum of 18 years of age and under the age of 30 (grant requirement)
- Must have been a full time student in the previous school year, and enrolled as a full time student for the upcoming year (grant requirement)
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada (grant requirement)

Organization Description: Kids On Track is a Christian faith based organization that serves disadvantaged children, youth and families. Central to the mission of Kids On Track is the provision of Christian instruction, mentorship, and faith experiences for children. Applicants will need to be in agreement with our organization mission, values and beliefs, and lifestyle policy. They should contact the organization for further details prior to applying. Please check www.kidsontrack.org for further program information.