



Job Posting

Fundraising Associate - ICC

Who we are:

Powered by a passionate and committed national network, the Institute for Canadian Citizenship (ICC) delivers programs and special projects that inspire Canadians to be inclusive, create opportunities to connect, and encourage active citizenship. Partnering with community volunteers and iconic cultural institutions, the ICC celebrates new Canadian citizens at more than 75 community citizenship ceremonies each year. The Cultural Access Pass is unique in the world, offering new citizens free access to more than 1400 cultural attractions during their first year of citizenship. Ideas & Insights is a leading source of research on citizenship and inclusion—social, cultural, political and economic. 6 Degrees extends the reach of the ICC's work through a global public platform that explores inclusion and citizenship in the 21st century. The ICC is a national charity co-founded by the Right Honourable Adrienne Clarkson and John Ralston Saul.

Job Title:

Fundraising Associate

Reporting Structure:

This position reports to the Head of Development

Job Status:

This is a full-time, permanent position located at our office in downtown Toronto

Job Summary:

As a key contributor to the ICC development team, the Fundraising Associate will provide direct support to the ICC fundraising team. The incumbent will play a lead role in the co-ordination of identified fundraising plans and processes with the goal of achieving the department's goal of long term, sustainable revenue through diversified income streams.

Key Responsibilities:

Proposal and grant co-ordination

- Assist with the research and writing of content for fundraising proposals leveraging existing materials where available
- Help create reports for donor partners, as per contractual commitments
- Co-ordinate applications for funding grants, working directly with Development Manager and Director

External Stakeholder relations and Event Management

- Co-ordinate invitation process for donors and prospects for ICC events and ceremonies and assist with all event logistics
- Attend ICC events (including BC events) to host donors, partners and prospects
- Manage donor access and hospitality at 6 degrees
- Work with Manager to research existing/latent donors with a goal of re-engaging them
- Work with Manager to support prospecting of new donors and help manage the donor engagement process

Tracking, Reporting & Other

- Help organize data needed for internal and external fundraising tracking and reporting
- Help prepare fundraising reports as needed
- Ensure accuracy of development data in salesforce
- Identify opportunities for tracking and reporting process improvements and help streamline the process where possible
- Assist with general fundraising related activities or other ICC activities, as needed

Internal Stakeholder relations

- Support development opportunities for ICC programs
 - Identify opportunities and prospects that align with ICC program mandate
 - Coordinate the process of applications, especially online applications
 - Track major milestones of sponsorship and donation agreements and ensure programs and their team leads are aware of pending deadlines
- Partner with the communications team to:
 - Help generate content for fundraising proposals;
 - Garner support with reading and reviewing proposals;
 - Support development of fundraising materials such as communications pieces, banners, invitations and general SWAG; and
 - Operationalize and ensure compliance with recognition plan and social media commitments (e.g., partner pages, coverage in annual report, media coverage etc.)

Requirements and Qualifications:

Education and Experience

- Post secondary education
- 2-4 years work experience – not-for profit experience an asset
- Experience with executing on fundraising activities
- Experience with tracking data and reporting
- Experience connecting and corresponding with community influencers, dignitaries and high profile stakeholders
- Excellent attention to detail
- Good relationship management, communication and influencing skills
- Strong planning and organizational skills
- Bilingual (French and English) a strong asset

Application Process:

Please submit a cover letter and resumé to Tammy van Eck at tvaneck@icc-icc.ca by February 27th, 2019.

We thank all candidates for their interest but only those selected for interviews will be contacted.

ICC is an equal opportunity employer committed to developing inclusive, barrier-free recruitment and selection processes, and work environments that support a diverse workforce. If you require accommodation measures during any aspect of the recruitment process, we will work with you to address your needs. Information related to accommodation measures will be treated as confidential.