

Development Assistant Internship

Posting Closes Monday, April 15 at 12 p.m.

Status: Intern (paid \$15.00 per hour)

Full Time Contract for up to 6 months – 37.5 hours per week

Reports to: Director of Development



The Stevenson Memorial Hospital Foundation, located in Alliston Ontario, is dedicated to raising funds in support of Stevenson Memorial Hospital. When you volunteer for the Foundation, you are part of something truly special: setting the new standard of community hospital care. For more information on the Stevenson Memorial Hospital Foundation you can visit www.transformingstevenson.ca.

JOB DESCRIPTION

A. POSITION SUMMARY

The Development Assistant Intern reports to the Director of Development. The Development Assistant provides a wide range of administration support to the Foundation. The Development Assistant will assist the team with database work and administrative support related to donor stewardship, grant proposals, and events.

This internship will provide the successful candidate with experience in a wide range of fund development work.

The Development Assistant will take on a lead role with the coordination of the annual Donor and Volunteer appreciation event. This event will take place late October 2019.

The Development Assistant coordinates schedules and responsibilities of all Foundation Volunteers.

B. GENERAL RESPONSIBILITIES

- Recruit and manage volunteers, as required, to support Foundation initiatives and events, including Gala.
- Provides support for the Foundation's signature gala event, including volunteer coordination and committee support.
- Act as a point of contact for third party fundraising event inquiries; respond to general inquiries and/or direct inquiries, as appropriate.
- Support third party event hosts with event promotion, Foundation representation at events, and organizing cheque presentations, as required.
- Represent the Foundation at events and/or arrange for trained volunteer representation.
- Manage and maintain the fundraising database system (Raisers Edge), maintaining an up-to-date filing system and ensure correspondences and documentation are recorded, including scanning, filing, and recording notes in the donor database.
- Produce fundraising statistical information and reports as requested.
- Administrative support towards grant proposal development, which may include some research and grant writing utilizing SMHF templates.
- Administrative support for donor stewardship communications.
- Administrative support for various fundraising and campaign committees including preparing for and booking meetings and minute taking.
- Other duties as required.

C. QUALIFICATIONS

- Recent graduate or currently in process of obtaining a Community College diploma or University degree in a related field such as fundraising, business/office administration.
- Experience in the non-profit sector in a development office is an asset.
- Experience with fundraising database applications, specifically Raiser's Edge is an asset
- Proficient in all Microsoft Office Suite applications.
- Strong verbal and written communication skills with exceptional attention to detail.
- Superior customer service skills.
- Outstanding organizational and time management skills.
- Able to work well with others, excellent interpersonal skills.
- Highly motivated with a positive attitude.
- Able to work independently and as part of a team.
- Able to manage multiple priorities effectively and thrive under pressure

D. RELATIONSHIPS/CONTACTS

- Director of Development - report to and get direction from
- Hospital Staff – work in cooperation with
- Campaign Committees - coordinate & support work of the Committee
- Donors -- interact with at events, solicitation and stewardship activities
- Community Members – raise profile and maintain a positive image of the Foundation with the community, at large.

E. COMMITTEE MEMBERSHIP

- Gala Committees
- Philanthropic Leadership and Campaign Committees
- Ad Hoc Committees

A. RELATIONSHIPS/CONTACTS

- Individuals, Corporate, Community Groups (service clubs, etc.)
- Stewardship meetings/calls
- Networking meetings/events