



**F.J. DAVEY HOME FOUNDATION
MARKETING & FUNDRAISING INTERN**

Date Posted: Monday, October 3, 2022

Job ID: 22-001

Employment Type/Status: Full-Time, One-Year Contract

Job Description: This position assists the F. J. Davey Home Foundation in achieving its mission to enhance the quality of life and comfort for residents by raising funds to purchase necessary equipment and supporting programs aimed at improving social interactions and mental health wellbeing. The Marketing and Fundraising Intern supports the development of fundraising initiatives, event management, and effective donor communication consistent with the organization's overall goals and objectives.

Eligibility/Qualifications:

- Fluency in English in both written and verbal communication; fluency in French an asset but not required
- A post-secondary degree or diploma in non-profit management, business, fundraising, or another related discipline from an accredited post-secondary institution
- Experience in fundraising or project management considered an asset
- Proficiency in Microsoft Word and Outlook is required, Excel and donor software experience is an asset
- Excellent communication and interpersonal skills
- Strong organizational skills, critical thinking skills, time management, attention to detail, multi-tasking, and priority setting abilities
- Social media skills and ability to effectively advertise and promote events
- Ability to work independently and as part of a team in a professional manner respecting confidentiality
- Valid driver's license and access to a vehicle required
- Candidates must be legally entitled to work in Canada and reside in Northern Ontario
- Acceptable Level 3 Vulnerable Sector Police Record Check

Ineligibility

- Candidates who have previously participated in the NOHFC funded internship program or have been employed full time in the candidate's field of study are ineligible to apply.

Responsibilities:

- Coordinate all activities in the delivery of the Foundation's mission under the direction of the Board of Directors
- Conceptualize new fundraising ideas, including feasibility studies and costing.
- Promote and advertise events, create marketing materials, identify resources, manage budget, and utilize tracking mechanisms
- Work with all forms of communications channels and grow the Foundation's social media presence to encourage community participation
- Create and foster community partnerships and donor relationships
- Communicate effectively with the Board of Directors, residents, families, staff, and the community and listen to their concerns
- Coordinate daily activities and act as the onsite representative for the Foundation office
- Assist in the growth and development of policies and procedures to support Foundation activities



- Prepare monthly/yearly progress reports for the Board of Directors
- Administrative processes pertinent to tracking donations including daily accounts payable/receivable, issuing tax receipts, and other documentation
- Maintain confidentiality in the workplace and within the community at all times
- Other duties as required to support the operations of the Foundation office

Due to the collaborative nature of this position, the Intern will be required to attend meetings at other organizations offices. Travel may be required between sites. Travel related to the fulfillment of this position description will be reimbursed.

Application Requirements:

Qualified applicants are asked to submit a resume, cover page outlining the job ID number and their interest in the position, and three work or school-related references (personal references will not be accepted) via email.

The successful applicant must be fully vaccinated or willing to complete vaccinations within a reasonable amount of time as the job is located in a facility with a vulnerable population. Proof of compliance will be required at the interview stage.

Application Closing Date: Friday, October 14, 2022 at 4:30pm

Please Send a Resume and Cover Letter: [hiring@fjdhfoundation.com](mailto: hiring@fjdhfoundation.com)

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This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

Please send your resume as an attachment and not in the body of the email. Only candidates selected for an interview will be contacted - Thank you!