

About Helping Hands

Helping Hands is a grassroots, youth-led organization that works to increase youth community engagement through online and in-person activities. We serve as a platform that matches youth with volunteer placements in organizations that suit their interests and the skills they wish to develop.

With funding from Canada Summer Jobs, we are seeking to hire a youth between the age of 15 and 30 to join our organization as a Fundraising and Donor Relations Associate. The employment period for this position is 12 (twelve) weeks.

Core responsibilities

- **Prospect research:** Research and advise on strategy regarding current and prospective funding opportunities (grants, corporate sponsorships, private donors, etc.)
- **Administration and Communication:** Coordinate with team members on all aspects of fundraising activities and perform fundraising-related administration such as data entry
- **Digital Fundraising:** Plan and coordinate innovative online fundraising initiatives
- **Donor Relations:** Cultivate relationships with potential donors and oversee donor stewardship
- **Grant Writing:** Write and submit grant applications and other requests for funding
- **Other fundraising and donor relations-related duties and responsibilities as needed**

Qualifications:

- 1+ years of experience working in a related field, preferably with a focus on non-profits
- Knowledge of database management
- Proficiency in Microsoft Office suite (Excel, Powerpoint, Word)
- Ability to multitask and work efficiently
- Demonstrates good judgment, initiative, and organization
- Effective communication and diplomacy skills
- Works well both independently and with a team
- Working knowledge of the charitable, not-for-profit sector in Ontario

The Hiring Process

- Step 1: General interview with the Human resources
- Step 2: Interview with the head of the Fundraising and Donor Relations
- Step 3: Selection process
- Step 4: Onboarding the successful candidate

This is a remote work position with the main office based in Mississauga, Ontario.

TO APPLY:

Email a copy of your resume and cover letter to **team@helpinghandsapp.com** with “**Fundraising and Donor Relations Associate**” in the subject line.

Only successful candidates will be contacted.