

**Position Description for Summer Student  
Development Assistant**

The Durham and Community Health Care Foundation raises funds for the Durham Hospital, located in West Grey, Ontario. The Development Assistant works with the Executive Director and dedicated volunteers in delivering quality customer service, data management and fundraising. The successful candidate will provide office coverage, perform reception duties, accept and process donations, perform online research, draft grant proposals, work in a database, do online research and create written documents.

It is expected that the individual will represent the organization in a professional manner and be committed to the Mission and Vision of the organization. The Development Assistant will support the work of the Executive Director in ensuring the goals and objectives set by the Board are carried out.

The primary responsibilities of this position include:

- Support the fundraising objectives and activities of the Board and the Executive Director
- Research and develop foundation and corporate grant proposals
- Maintain the organization's web and social media presence in a respectful and professional manner
- Provide administrative, practical and logistical support to the Executive Director
- Provide office coverage where needed

Reporting to: Executive Director

- Work week: Monday to Friday, 9 am to 5:00 pm, 1 hour unpaid lunch, with some flexibility
- Work hours: 35 hours per week            Hourly Rate: \$16/ hr
- Length of Contract: June 17 – August 23, 2019

***\*Based on successful CSJ grant- Please note applicants must be under 30 years of age.***

**Duties:**

Grant-seeking

- Researching and developing foundation grant proposals and corporate sponsorships
- Provide administrative support to the organization's granting processes, including processing grant applications and maintaining accurate and up-to-date records of grant status
- Developing competency with the online funder database
- Ensure outstanding commitments, reporting requirements are met

Development

- Provide support to volunteers and the public with their fundraising activities
- Creating promotional and marketing materials as needed
- Develop communications pieces such as newsletters, mailers
- Maintain the organization's website and Facebook page
- Assist with public awareness on-line, in person and at community events

Office

- Greet all visitors appropriately
- Accept and process donations
- Maintain well-functioning office administrative systems
- Process mail and bank deposits
- Preparing official tax receipts and thank you notes
- Provide office coverage when needed

Other duties as required

Posting closes April 18, 2019