



Job Description – Fund Development Assistant

Responsible To : Executive Director
Date : December 16th, 2024
Pay : \$18-\$22/hour
Hours : 40 hours/week on-site in Fergus, ON

Function

The Fund Development Assistant plays a key role in supporting the fund development efforts of Big Brothers Big Sisters of Centre Wellington (BBBSCW). This position is focused on providing administrative and logistical support for fundraising initiatives, events, and donor stewardship activities, reporting directly to the Executive Director.

The Fund Development Assistant will contribute to maintaining and improving processes for fund development, supporting the team's efforts to deliver high-quality experiences for donors, sponsors, and the community.

Primary Responsibilities

Events and Fundraising

- Lead the planning, organization, and execution of fundraising events, including administrative support such as maintaining event budgets, critical paths, and spreadsheets.
- Coordinate event logistics, including volunteer schedules, prize donations, and liaising with vendors.
- Provide on-site support at events, including set-up, implementation, and clean-up
- Attending all events, including those occurring during evenings and weekends.
- Support 50/50 raffles and agency draws by organizing sales efforts, tracking results, and coordinating draws.
- Draft sponsorship packages and letters and assist with securing sponsorships.
- Ensure timely thank-you letters, tax receipts, and post-event evaluations are completed.
- Support the creation of event-related content for BBBSCW's social media and marketing platforms.
- Maintain relationships with local businesses for sponsorships and prize donations.

Administrative and General Duties

- Act as a primary point of contact for fundraising inquiries, providing excellent donor support.
 - Manage data entry and reporting in donor databases, ensuring accuracy and consistency.
 - Assist with the annual fundraising plan and provide administrative support for strategic planning.
 - Keep the Executive Director informed of emerging opportunities in the fundraising landscape.
 - Other duties as assigned.
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Required Experience

- Experience in event planning or administration in the non-profit or charitable sector.
 - Proficiency with Microsoft Office and data entry systems.
 - Valid driver's license and access to a reliable vehicle with a minimum \$1,000,000 auto insurance coverage.
 - Current police check with vulnerable sector screening.
 - Experience in grant writing or non-profit administration.
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Required Qualifications

- Diploma or certificate in fundraising, event planning, or a related field, or equivalent experience.
 - Community engagement experience.
 - Experience in supporting youth development initiatives.
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Skills and Attributes

- Strong organizational and time management skills.
 - Excellent written and verbal communication abilities.
 - A collaborative, team-oriented approach to work.
 - Willingness to work flexible hours, including occasional evenings and weekends.
 - The ability to think strategically and work independently in driving new fundraising initiatives/events or enhancing existing initiatives/events
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Big Brothers Big Sisters of Centre Wellington thanks all applicants for their interest. Only those selected for an interview will be contacted.

Big Brothers Big Sisters of Centre Wellington is an equal opportunity employer and encourages applications from equity-seeking groups.