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Santropol Roulant is hiring!

Fundraising Officer – Grant and Donor Relations

Position

This brand new position offers a great opportunity for a junior candidate to develop skills and knowledge in donor relations, grant writing and fundraising campaigns. The Officer will be a core member of the fundraising team, reporting to the Fundraising Director and working in close relationship with the other fundraising officer. The successful candidate will have an opportunity to leverage their passion for community work and their experience in donor engagement while learning about fundraising within the community sector.

Key Responsibilities

- Write funding applications and support follow-up, reporting and communication with funders
- Write and design promotional and fundraising material for print and online use
- Help plan and execute annual fundraising appeals with the fundraising team
- Build and steward relationships with individual donors and donor appreciation tools
- Support the Fundraising Administrator with data entry, tracking and reporting
- Support other fundraising campaigns and activities as needed

Candidate Profile

- Passionate about the mission, values and approach of Santropol Roulant
- Excellent verbal and written communication skills in both French and English
- Experience in donor or partner stewarding and outreach
- Experience in marketing, design, communications or a related field
- Experience with Microsoft Office, Open Office, Google Drive or other comparable software
- Detail-oriented with good time management skills
- Ability to work as a team as well as comfortable working independently
- Comfort with Adobe Creative Suite, including InDesign, Photoshop and Illustrator
- Experience with the following platforms an asset: Asana, Salesforce, Facebook, Twitter, Instagram, LinkedIn, MailChimp or any other email marketing tools

Contract Details

This is a part-time position (**24 hours per week**), and requires the employee to work a Monday-Wednesday schedule for a part of the year and a Wednesday-Saturday schedule for the other part. This is a **salaried position at \$14.60 per hour**, in accordance with Santropol Roulant's Salary Policy which also includes health and professional development benefits and annual salary augmentations.

As an organization that works to break social and economic isolation and bring people together across social barriers, Santropol Roulant recognizes that people who experience structural oppression and marginalization have a lot to offer our community. Our primary office space is step-free and has an accessible washroom, our second floor, terrace and green roof are accessible through an elevator.

*To apply, please submit your application by Sunday, **June 10th at 9am**. Simply visit our website, select the submenu Jobs, and click on the job for which you would like to apply. You may drop off your resume in person, however please apply as well via our online portal. Due to the large volume of applications anticipated, we will unfortunately only be contacting candidates who are chosen for an interview.*