



## Start Me Up Niagara – Canada Summer Jobs Fundraising Organizer

### Job Description

**REPORTS TO:** Donor Engagement Coordinator and the Director of Programs

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#### Position Summary:

The Fundraising Organizer will support the Donor Engagement Coordinator with a variety of administrative, communication, and project-based tasks that contribute to donor relations, fundraising activities, and organizational outreach. The ideal candidate is organized, reliable, eager to learn, and proficient with basic computer programs including Microsoft Word, Excel, and PowerPoint. This position provides hands-on experience in nonprofit operations, donor stewardship, data entry, and relationship management.

This position is funded through the Government of Canada Summer Jobs program. To be eligible to apply, you must be between the ages of 15 and 30.

This position is a fixed-term contract for up to sixteen (16) weeks. The position will start on May 1<sup>st</sup>, 2025. Hours of operation are Monday through Friday 8:30 am – 4:00 pm with an expected 35 hours of work per week; days of work may vary due to the nature of the position. Rate of pay is \$17.60 per hour.

As part of the team, you will help SMUN meet its program objectives. This position has a variety of responsibilities.

#### Responsibilities:

##### Administrative & Data Management

- Assist with data entry, tracking, and updating information in spreadsheets and databases
- Maintain accurate digital filing and documentation
- Support preparation of reports, charts, and lists using Excel
- Help develop social media strategies for new platforms
- Create and manage communications spreadsheet

##### Donor & Sponsor Support

- Draft thank-you letters, emails, and follow-up communications
- Conduct follow-up calls and emails with suppliers, and partner businesses
- Support stewardship activities such as preparing donor packages or recognition materials

##### Fundraising & Special Projects

- Assist with planning and executing fundraising-related tasks
- Help with special projects such as
- Participate in making presentations to social service groups
- Contribute to donor engagement strategies and event preparation as needed

##### General Duties

- Attend shifts reliably and punctually
- Support day-to-day office needs as they arise
- Work collaboratively with the team and maintain confidentiality in all donor-related work

**Qualifications:**

- Eligible for the Canada Summer Jobs program (ages 15–30)
- Proficiency with Microsoft Word, Excel, and PowerPoint
- Strong attention to detail and organizational skills
- Comfortable with phone and email communication
- Ability to manage multiple tasks and follow instructions
- A general interest in fundraising, community engagement, or nonprofit work (experience an asset but not required)
- Willingness to learn and ask questions when needed
- Reliable, punctual, and able to work scheduled shifts

**Requirements:**

- Understanding of nonprofit or fundraising environments
- Excellent literacy in Microsoft Office Suite (Word, Excel, Outlook)
- Strong written, interpersonal, and oral communication skills in English
- Demonstrated skills in problem-solving and decision-making under pressure
- Ability to work as part of a team and independently with little supervision
- Satisfactory police clearance with a Vulnerable Sector query
- Must be qualified to legally work in Canada
- Must be between the ages of 15-30

**How to Apply:**

Applicants are invited to email a cover letter and resume with the subject line “**Fundraising Organizer**” to [hr@startmeupniagara.ca](mailto:hr@startmeupniagara.ca)

SMUN is an equal-opportunity Employer. In compliance with AODA, this job posting is available in an alternate format upon request. To request disability accommodation, please contact Start Me Up Niagara via telephone at 905 984 5310 ext. 107.

***We thank all candidates for their interest in advance.  
Due to volume we will only be contacting those selected for an interview.***