

## Employment Opportunity

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Title: **Assistant, Fund Development and Communications**  
Organization: **Equitas – International Centre for Human Rights Education**  
Location: Montreal, Canada  
Full time, 12 months contract, with possibility of renewal  
Status: 35 hours/per week  
Starting Salary range: \$33,000 to \$39000

**Application deadline: Friday October 5, 2018 before 5 p.m.**

Start date: October 22, 2018

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Under the responsibility of the Communications Manager, the Assistant, Development and Communications supports the implementation of Equitas' fundraising and communications strategies. He / she participates in the development, coordination and administrative follow-up of fundraising activities, and provides administrative support to communications.

### **Tasks and main responsibilities**

#### **Development support (80%)**

##### Philanthropy and events

- Collaborate in the conception of annual campaigns, and coordinate regular and electronic mailings.
- Participate in the preparation and writing of funding applications and solicitation strategies.
- Assist the team in planning and organising cultivation and fundraising events.
- Write and update profiles of potential donors (companies, foundations and individuals).
- Propose actions to improve current practices.
- Keep track of philanthropy trends and available resources.

##### General Management and Administration

- Support the work of the Fund Development Committee: organising meetings, taking minutes.
- Track budget and billing.
- Produce various reports and performance indicators for the management and Fund Development Committee.
- Coordinate work with volunteers and with suppliers: printers, graphic designers, etc.
- Process donations in Prodon, perform data entry and update donors' and partners' profiles.
- Issuing tax receipts, acknowledgements and thank you letters.

- Perform regular administrative tasks: mail, preparation of letters and documents, etc.

### **Communications Support (20%)**

- Assist with the management of the Equitas website: update of web pages.
- Prepare newsletter and manage lists and mailing according to schedule.
- General support - social media, copywriting and translation.
- Management of the Equitas image bank.
- Support the work of the Communications Committee: organising meetings, taking minutes.

### **Qualifications**

#### **Skills and experience:**

- University degree in a relevant field for the position.
- Minimum 2 to 3 years' experience in philanthropy or communication.
- Skills in writing, communication or related field (e.g. design, marketing).
- Excellent knowledge of database management - Prodon, Salesforce.
- Experience in event planning.
- Mastery of the Office suite, knowledge of WordPress, social media and the following platforms an asset: MailChimp or equivalent, Adobe Creative Suite.

#### **Other considerations:**

- Interpersonal skills: tact, diplomacy and discretion.
- Demonstrate initiative and judgment; ability to solve problems.
- Ability to work independently and within a team.
- Good organizational and planning ability, capacity to respect deadlines.
- Passionate about Equitas mission and values.
- **Applicants must have the right to work in Canada**

**Language Requirements:** Excellent communication, speaking and writing skills, in both official languages (English and French)

For further information about Equitas consult our website at [www.equitas.org](http://www.equitas.org). Equitas is committed to employment equity and encourages applications from Indigenous peoples, visible minorities, people with disabilities, and people of all sexual orientations and gender identities. Equitas offers a competitive salary and benefits in the NGO sector.

Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted.

Please **send 1 attachment** (cover letter and C.V.) with **your name and Assistant development and communications** in the subject line by **Friday, October 5, 2018 before 5 p.m.** to:  
Catalina Lomanto [clomanto@equitas.org](mailto:clomanto@equitas.org)