

Employment Opportunity

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

Application deadline: Friday, July 13, 2018

Start date: September 3rd

Under the responsibility of the Fund Development 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. He / she works closely with the Communications Manager.

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.

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. 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, July 13, 2018** to:
Catalina Lomanto clomanto@equitas.org