



# FUNDRAISING ADMINISTRATIVE ASSISTANT

Potential candidates must First Nations, Inuit or Metis and reside within the GTA. Candidates must be registered or eligible to register with Miziwe Biik Aboriginal Employment and Training.

Reporting to the Fundraising and Development Manager, the Fundraising Administrative Assistant will support the fundraising team in planning, executing and reporting on all Year-Round and Festival related fundraising (corporate partners, community partners, donors, and stewardship).

*The duties and responsibilities of the Fundraising Administrative Assistant include but are not limited to:*

## **Fundraising and Administration**

- Develop skills in maintaining the Development Deadline Calendar – tracking important deadlines for proposals, final reports, and donor calls;
- Develop skills in maintaining Sponsor-tracking workbook (organizing details pertaining to individual community sponsors, tracking deliverables e.g. trailers, logos, ads);
- Develop skills with project management tools (monday.com)
- Assist Fundraising Coordinator with organizing sponsor deliverables as they relate to online and print branding and partner benefits for the 2025 Catalogue, on-site Festival event, Streaming Platforms, Social Media Platforms and Website;
- Assist Fundraising Coordinator to Identify prospects and new supporters, and pitch entry-level contributions;
- Assist Fundraising Coordinator with connecting with artisans, galleries and companies to provide Give-Away prizes and discounts for festival participants and the 2024 Fundraising Gala;
- Assist Fundraising Department and Guest Services Coordinator with acquiring material for delegate packages given to festival VIPs;
- Become familiar with fundraising software and respective documents (Canada Helps, Letters of Agreement); assist with updating and provide drafts for review as required;
- Develop written pitch skills
- Support communications and agreements with potential community partners
- Working with the other members of the Fundraising Department, assist in organizing assets pertaining to partner benefits



- Perform/assist with year-end donor tax receipt generation and mailout
- Develop skills with collaborative proposal design tools (Canva)
- Assist in organization and maintenance of the Fundraising Department file system (Google Suite)

### **Stewardship and Special Events**

- Assist with guest capacity tracking at sponsor-related events for stats purposes;
- Assist with the creation of sponsor-related invites and requested signage as needed;
- Attend meetings with the fundraising team as needed with Festival Stakeholders;
- Assist with other special sponsor initiatives
- Assist with documenting/photographing activated sponsor deliverables (signage, logo showcase, sponsored segments)
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- Festival Coordination and Execution
- Assist in structuring, organizing and execution of Sponsor Benefits during the Festival (online and/or in-person);
- Assist as a team-member with basic administrative duties to ensure the office environment is professional and efficient;
- Assist in creating and supporting post-Festival reporting on fundraising and partnerships, including updated contact lists;
- Assist with sponsor delegate hospitality including thank you card and package mail out;
- Assist with department assigned Volunteer teammate coordination
- Assist with post-Festival website updates/clean-up as pertaining to department
- Assist with planning department-specific Festival schedule

### **General Tasks**

- Participate in job-related training activities as necessary.
- Participate in job evaluations, as necessary.
- Prepare Festival post-mortem
- Other duties as assigned

### **Additional Details:**

- Fixed-term Contract: April 1, 2024 - March 31, 2025
- 35 hrs week Wage: \$23.15/hr
- Must be available to work occasional overtime during and in the lead-up to the dates of the imagineNATIVE Film + Media Arts Festival



- The position requires work-from-home capabilities with reliable internet with one in-office day per week at the imagineNATIVE offices located in Toronto (401 Richmond Street W)
- Deadline: March 15, 2024 at 11:59 PM ET
- Position open until filled

Submit CV/resume and cover letter to [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org) with the subject "Fundraising Administrative Assistant." Should you require any accommodations in the application process, please contact [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org).