



**March 1, 2018**

**JOB POSTING:**

**Position Title** Fund Development Assistant, Trainee (Contract: April 1, 2018 to March 31, 2019)  
**Reports To** Country Director Canada  
**Division** Canadian Headquarters  
**Location** Toronto Office, 588 Richmond Street, Toronto, ON, M5V1Y9

Movember Foundation Canada is looking for an energetic and motivated individual to join our fundraising team to provide coordination and support in the planning and organizing of Movember campaign activities. Specific emphasis of responsibilities will be in the areas of support to the major gifts and corporate partnerships team, as well as assisting the programs team with outreach to engage Indigenous communities in the work of Movember. This individual will work closely with the entire Movember team learning valuable new skills in fundraising, marketing and community engagement to maximize revenue generation to support Movember's mission to have an everlasting impact on the face of men's health.

**Organization Summary**

Movember Foundation is a global men's health charity that is focused on helping men and boys live healthier and happier lives. Founded in 2003, the Foundation has been in Canada since 2007 raising funds to support better health outcomes in the areas of prostate cancer, testicular cancer and men's mental health and suicide prevention. Movember is currently funding programs to support Indigenous men and boys live healthier and happier lives.

**Duties and Responsibilities**

- Provides administrative support and conducts online prospect research to support identification, cultivation and stewardship of prospective corporate and individual donors to support Movember Foundation's mission.
- Provides support to community engagement, development and partnerships teams to increase fundraising results.
- Assists Movember Foundation in the development of an outreach strategy to encourage more participation of Indigenous peoples in Movember campaigns and programs.
- Assists in the development and upkeep of plans, critical paths, meeting minutes, report updates, budgets, stewardship/recognition, donor communications, etc.
- Maintains Salesforce database content related to assigned tasks including data entry, merging of records, etc.
- Attends and assists Movember hosted and third-party community events as Foundation representative as appropriate.

**Qualifications**

- A post-secondary education (degree or college diploma or certificate) and a minimum of one year of work experience.
- An interest in developing a career in the non-profit sector or fundraising for charity.
- Friendly and professional demeanor, with a positive attitude and passion to help others.
- Good communication skills, verbal and written and good organization skills.
- Experience working with computers and Microsoft Office applications such (Word, Excel, Outlook, PowerPoint, mail merges) and online internet search engines.
- Strong work ethic and high energy.
- Availability to sometimes work flexible hours, including occasional evenings and weekends.

*The duties may be amended from time to time.*

If you are passionate about men's health and committed to making a difference in your community, we'd love to hear from you!

To apply, please submit your cover letter and resume along with three references to [ken.aucoin@movember.com](mailto:ken.aucoin@movember.com)

**\*\*Applications will be considered on a rolling basis until a suitable candidate is identified and offered the trainee position.**

*Movember Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. We thank all applicants for their interest in Movember Foundation however only those selected for an interview will be contacted.*

*The position is subject to Government funding. Candidate must be registered with Miziwe Biik Aboriginal Employment and Training.*

**Funding for this position is generously provided by:**



Miziwe Biik  
Aboriginal Employment and Training

