

Job Title: Fundraising Officer (Canada Summer Jobs)

Location: Toronto (Hybrid)

Work Period: 3-4 months (contingent on funding)

Hours: 37.5

Pay: \$22.00

Deadline: May 6th 2024

About Rooftops Canada:

Rooftops Canada-Abri International (RC-AI), the international development program of Canadian co-op and social housing organizations, with 40 years experience and partnerships with organizations in the global south. It has assisted partners influence policy and develop highly innovative practices related to housing development, management, and finance; local economic development; linking urban food security, urban agriculture, and housing spaces; while consistently mainstreaming gender equality, human rights and participatory governance.

Rooftops Canada's current project, Women's Spaces Project (WSP) is contributing to the enhanced implementation of women's equitable rights to and control over land, housing, and livelihoods in urban environments in Angola, Kenya, South Africa, and Uganda. WSP also contributes to poverty reduction and deliver meaningful change to poor and vulnerable women and girls living in urban and peri-urban informal settlements. The project is implemented by Rooftops partners within their countries. This project is directly aligned both with Canada's Agenda 2030 commitments and its Feminist International Assistance Policy (FIAP).

Summary of the position:

The Fundraising Officer will focus on increasing funding opportunities at Rooftops Canada. The successful candidate will assist in engaging donors and funders, and raise Rooftops public profile in order to increase long-term, sustainable revenue streams for programming.

Key Responsibilities:

- Assist in the fund development program, including organizations, production and maintenance of fund development materials/data.
- Assist in acquiring donors, including individuals, foundations, and corporations.
- Perform an environmental scan of appropriate donors and funding opportunities for Rooftops, with the end goal of developing a Funding Sustainability Plan.
- Assist in preparing the Annual Report.

- Support fundraising communication efforts across multiple platforms such as email and social media.

Qualifications:

- A degree or currently pursuing a degree in a relevant field (e.g., fundraising, marketing, project management).
- Must demonstrate the ability to identify with mandate, policies and procedures of the organization.
- Excellent written communications skills with the ability to prepare and edit written reports.
- Ability to multitask and work within a fast-paced environment.
- Demonstrated ability to take initiative and work independently.
- Passion for International Development: A genuine interest in international development and social justice issues.

How to Apply:

If you'd like to join our team, please send in a cover letter and resume to jobs@rooftops.ca with "Fundraising Officer (Canada Summer Jobs)" in the subject line.

Rooftops Canada is committed to the principle of equal opportunity and does not discriminate based on race, national or ethnic background, religion, age, gender identity, sexual orientation, family status, or disability. We encourage candidates from underserved or historically marginalized groups to apply. If you face barriers related to your intersectional identities and want to inquire about individualized application support, please contact us at info@rooftops.ca.

The deadline for application is Monday May 6th. We thank all applications for their interest. Only those selected for an interview will be contacted.