



**Camp Ooch & Camp Trillium
Summer Intern, Community Giving**

Overall Purpose

Reporting to the Director, Community Giving, the Summer Intern, Community Giving is accountable for the administrative and logistical support of Camp Ooch & Camp Trillium Community Giving with a major focus on Community Events, Service Club and School Fundraising Programs so that Camp Ooch and Camp Trillium achieve its long-and short-term strategic annual development goals. This position will be primarily working out of Toronto.

Specific Accountabilities

1. Community Events and Development (80%)

- a) Provide Administrative and Logistical support to the Community Giving Team.
- b) Confirm returning Community Events for the upcoming year in collaboration with the Director, Community Giving ensuring a high retention rate
- c) Assist event organizers with event planning, fundraising tips/ ideas, and receipts
- d) Support the ongoing cultivation and stewardship of Community Event organizers to recognize supporters and strengthen relationships
- e) Support identification and migration of prospects for other fund development programs
- f) Support the assessment, cultivation and solicitation of new community fundraising events in collaboration with Director, Community Giving
- g) Create and manage community event fundraising pages in collaboration with the Web Administrator
- h) Support the tracking and reporting of community event and volunteer information in Raisers' Edge.
- i) Support Donor stewardship through distribution of supplies and stewardship items
- j) Other duties as assigned

2. School Fundraising, Service Clubs & Engagement (20%)

- a) Support key relationship managers for current and prospective school fundraisers, service clubs including prospecting, cultivation, solicitation and engagement/fundraising support.
- b) Support research, and development of the new school and service club program.
- c) Other duties as assigned

Experience and Qualifications

Required Criteria

- a) A post-secondary degree/diploma, or working towards completion from a recognized post-secondary institution or the equivalent combination of education and work experience.
- b) Excellent oral and written communication skills and demonstrated professionalism, judgment and discretion in dealing with confidential or sensitive matters
- c) Excellent interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff, fundraisers and volunteers
- d) A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects
- e) A demonstrated ability to organize work, set priorities, meet deadlines and work under the pressure of time constraints
- f) A demonstrated ability to work collaboratively in a team environment and with senior level volunteers
- g) Experience using CRM donor database (Raiser's Edge experience advantageous)
- h) Computer literacy in Microsoft Office (Word, Excel and PowerPoint).
- i) Current driver's license and insurability

- j) Current police reference check with vulnerable sector screening
- k) Ability to travel to US

Advantageous Criteria

- a) Post-Secondary education in event management and/or fundraising
- b) Experience as an events fundraiser in a non-profit environment
- c) An understanding of the power of camp
- d) Demonstrated commitment to volunteerism or volunteer sector
- e) Experience using Engaging Networks fundraising platform and Raiser's Edge

Particular Working Conditions

In consideration of the population Ooch & Trillium serve, the Summer Intern, Community Giving is a non-smoker. This position involves considerable evening and weekend commitments and some travel through Ontario and potentially the U.S.

Physical Requirements

Ability to stand for prolonged periods; working in indoor and outdoor environments; continuous computer activity; ability to work in an open concept office environment and sense of fiscal responsibility; ability to lift up to 50lbs to support event execution.

To Apply

Please send a cover letter, resume and expected salary to **careers@ooch.org** with the email subject reading **2020007 – Summer Intern, Community Giving**.

*We will commence screening applicants on March 23, 2020. This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Camp Ooch & Camp Trillium, please visit www.ooch.org - **No phone calls please.***

Applying by mail is also acceptable and needs to be addressed to the attention of:
Human Resources, Camp Ooch & Camp Trillium, 464 Bathurst St., Toronto, ON M5T 2S6

Equal Employment Opportunity

Camp Ooch & Camp Trillium invite applications from all qualified individuals. Camp Ooch & Camp Trillium is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accessibility

Camp Ooch & Camp Trillium provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Accommodation will be provided, on request, to applicants with disabilities to enable their participation in the recruitment, assessment, selection and hiring stages.