



WOODLAND
CULTURAL CENTRE

Job Posting

Job Title: Fundraising Assistant
Duration: 8 weeks, starting July 4th 2022
Wages: \$15/hour, 35 hours per week (7 hours per day, 5 days per week)

Description:

The Fundraising Assistant will work with the Development Coordinator and assist in all stages of the Centre's fundraising initiatives. This individual will be highly involved in maintaining administrative duties for fundraising endeavors, including database management, tracking donations, sponsorship records, acknowledgment letters to funders, fundraising strategy, and will maintain a digital and paper records management system.

Job Duties:

- Assist in all stages of fundraising endeavors
- Assist in maintaining our fundraising files and databases
- Assist with major fundraising initiatives and events like Orange Shirt Day
- Administration related to donor management, including thank you letters and website updates
- Attend meetings and events with community donors and partners and gain experience in developing new partnerships in the community
- Assist in the planning and implementation of fundraising Social Media and Marketing strategy
- Be familiar with the Centre's programs and upcoming events
- Promote a positive image of Woodland Cultural Centre to the community and the public

Qualifications:

- Experience working with excel, and working knowledge of basic excel formulas and functions
- Knowledge of relevant computer software (emphasis on Microsoft Excel, Outlook, and Teams)
- Good organizational skills and a strong attention to detail
- Effective verbal and listening communication skills
- Time management skills, and completion of assigned projects
- Able to work as a team as well as independently
- An understanding of the historical significance of the Centre
- Experience working on a fundraising campaign is an asset
- Experience working with CanadaHelps, or any donor management software is an asset

This position is generously funded by the Summer Experience Program through the Ministry of Heritage, Sport, Tourism and Culture Industries. Preference will be given to Indigenous applicants.

Only those applicants selected for an interview will be contacted. Applicants must have access to transportation to Woodland, and access to reliable internet in the case of working remotely.

All applicants for this position should submit a cover letter, resume, and two references by **4 pm Monday June 27, 2022**, to: Administrative Assistant, Woodland Cultural Centre
184 Mohawk Street, Brantford ON N3S 2X2
519 759-2650 administration@woodlandculturalcentre.ca

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2
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