



FUNDRAISING OFFICER
CANADA SUMMER JOBS - FULL TIME
8-week Summer Contract
35 hours/ week
\$17.60/ hour

WHY WORK WITH US?

- **Inclusive and Accessible**
Shine Foundation is committed to fostering an inclusive and accessible environment. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.
- **Reasonable Work Hours**
Our standard hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. There may be occasional work outside these hours, including weekends, to accommodate special events and support national time zones.
- **Compensation**
The hourly rate for this position is \$17.60 per hour worked.
- **Balanced and Supportive Work Environment**
We believe in celebrating every success. We recognize important moments in our team members' lives.
- **Experienced Leadership**
You'll be supported by an experienced leadership team that prioritizes growth, collaboration, and respect.
- **A Compelling Mission**
Join an organization driven by purpose. We're committed to making a meaningful difference in our community and the lives of those we serve.

ABOUT THE ROLE!

- This position is a vital member of Shine's team, providing essential support in the implementation of fundraising, events, and stewardship strategies.
- You bring a positive and diplomatic interpersonal style with a strong customer service orientation.
- Outgoing and enthusiastic, you enjoy working independently yet thrive in collaboration with your peers. Your integrity defines your personal brand, and you take pride in being a dependable, team-oriented professional who contributes to a supportive and mission-driven workplace.
- **This position is in London, Ontario with a hybrid working structure.**



KEY RESPONSIBILITIES-

In this role, you will play a key part in supporting Shine's Fund Development team across a variety of fundraising and stewardship activities. Your responsibilities may include:

- Supporting all areas of fund development, including but not limited to:
 - Assisting with community-based and corporate fundraising events and representing Shine at external functions (occasional evening or weekend work may be required).
 - Conducting research and building prospect pipelines, preparing briefs and funding proposals to support sponsor and donor growth and acquisition strategies.
 - Ensuring the accuracy and integrity of database records.
 - Assisting with stewardship activities, including tracking and reporting within the database.
 - Representing Shine professionally in all interactions, both internally and externally.
 - Performing other related duties as assigned.

LET'S TALK ABOUT YOU!

You're passionate, adaptable, and eager to make a difference. You bring a blend of education, experience, and enthusiasm to everything you do. Specifically, you:

- **Have or are working toward** an undergraduate degree in a related field.
- **Have work experience**, preferably in a non-profit environment supporting events or fundraising initiatives.
- **Are tech-savvy**. You embrace technology to enhance your skills and productivity, are naturally curious about new platforms and tools, and adapt easily to change and learning.
- **Demonstrate strong computer literacy**, with full competency in Microsoft Office and Teams.
- **Understand database or constituent relationship management (CRM) systems**, including the concepts and processes involved, specifically DonorPerfect.
- **Know the fundamentals of fund development**, including prospect research, cultivation, solicitation, stewardship, and event coordination.
- **Communicate effectively**, with strong written, verbal, and active listening skills.
- **Thrive in a team environment** and have experience collaborating with volunteers and community organizers.
- **Deliver excellent customer service** and demonstrate professionalism and confidence on the phone.
- **Bilingualism in French** is considered an asset.
- **Are between 15 and 30 years of age** (as required by Canada Summer Jobs program funding).



NEXT STEPS!

Apply today! We'll be filling this position by May 31, 2026.

- Please submit your **cover letter and resume** to: careers@shinefoundation.ca
- **You must indicate the Job Title in the Subject Line.**

About Shine Foundation:

Shine's Purpose:

Shine Foundation changes the lives of young people ages 11-21 living with severe physical disabilities. We work together with the Dreamer to create customized experiences that range from meeting a hero to adapted sports equipment and almost anything in between. A Dream fulfilled helps them develop greater confidence and independence, imagine new possibilities and inspires them to lead a brighter, more hopeful future. Since its inception in 1987, Shine has fulfilled 9,000 Dreams for young people across Canada. For more information, visit www.shinefoundation.ca

About Our Team:

Shine is a team that thrives on working together, and we value the contribution of the individual to overall organizational goals. We are committed to the well-being of our team, including their growth and development. Our team is motivated by the change we see in the young people we serve.

Our Commitment to Diversity, Equity, and Inclusion:

Shine Foundation is an equal opportunity employer and is committed to creating a diverse and inclusive workplace. We welcome and celebrate differences, and we encourage everyone to bring their authentic selves to work.

We do not discriminate based on race, colour, religion, sexual orientation, gender identity or expression, national origin, age, or disability. Discrimination and harassment of any kind are strictly prohibited.

At Shine, our mission is to create an environment where everyone feels valued, respected, and included — because when we shine together, we make the biggest impact.

To learn more about Shine and the work we do, please visit www.shinefoundation.ca