

BLUEDOOR

Title: Resource Development Summer Student

Job Status: Student Placement 40 hours

Job Region: All Blue Door Locations in York Region

Salary: \$18.50/hour

Job Summary

Reporting to Blue Door's Resource Development Manager, the Resource Development Summer Student will support Blue Door's Resource Development team and support with the planning and execution of fundraising campaigns, grant proposals, and administrative duties.

Responsibilities

Resource Development and Stewardship

- Conduct donor and grant prospect research.
- Support with the writing of grant funding proposals and reports.
- Preparing for and attending solicitation meetings.
- Provide support for sponsorship solicitation and tracking, including researching and identifying new funding opportunities aligned with Blue Door's 2023 Strategic Plan
- Support with donor acknowledgment activities, including timely oral and written communication to donors.
- Assist with recognizing and stewarding funders.

Events

- Manage and build meaningful relationships with third party, community event organizers including The Home Depot Canada Foundation and Hockey Helps the Homeless.
- Support with the planning of Blue Door's annual Coldest Night of the Year fundraising walk.
- Represent the organization in relationships with select funders/sector stakeholders and at community events as required.

Administrative

- Assist with the maintenance and data entry into Blue Door's grant databases, DonorPerfect, Salesforce, and SharePoint.
- Assist with Blue Door's Annual Report mailer.
- Additional duties as needed.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies, and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.

- Maintain the confidentiality of all client and agency information.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

Qualifications

- Currently enrolled in a related College or University program is an asset.
- The ability to work well independently and in a team environment.
- Demonstrated strong organizational and written communication skills.
- Flexible and adaptable.
- Proven effective interpersonal skills.
- Experience with using databases.
- Proficient in Microsoft Office, zoom, and teams.
- CPR and First Aid Certified.
- Vulnerable Sector Screening – police check.
- Valid Driver's license, reliable vehicle and insurance. Ability to travel throughout York Region.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQI+ communities, people with disabilities, and people with lived experience of homeless. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca