

Canadian Physicians for Aid and Relief (CPAR) Fundraising Intern

Founded in 1984 in response to the famine in Ethiopia, Canadian Physicians for Aid and Relief (CPAR) is a non-profit organization working in partnership with vulnerable communities and diverse organizations to overcome poverty and build healthy communities in Africa. Through our programming, CPAR supports community efforts to address the determinants of health by:

- Increasing access to nutritious food and clean water
- Improving hygiene and sanitation practices
- Promoting Primary Health Care services
- Developing sustainable livelihoods

CPAR is currently seeking a motivated self-starter to join its Development Department as an Intern. Working under the supervision of the Content Manager, the Intern is primarily responsible for supporting the Foundation, Corporate, and Major Gift portfolios through prospecting, solicitation preparation, and other related administrative duties.

This is an unpaid part-time or full-time (20 - 40 hours a week) internship with a flexible schedule. CPAR will provide a letter of reference signed by our Executive Director at the end of the internship period.

Position Type:	Internship, Part-time or full-time
Duration:	3-4 months, minimum commitment (20-40 hours a week flexible schedule)
Start date:	By May/June, 2017
Reporting To:	Content Manager
Location:	Toronto, Ontario, Canada

Position Description:

- Support Foundation portfolio in prospect research, solicitation preparation, and document organization.
- Assist with editing and tailoring various templated project proposals in preparation for solicitations.
- Research Major Gift prospects and support related administrative tasks for solicitation.
- Update database and electronic tracking systems to ensure documentation of solicitation history.
- Assist with packaging and mailing proposals and solicitations.
- Reach out to current donors via phone to update donor records.
- Support other administrative tasks as required.

Desired Qualifications (Skills/Experience):

- Strong Interest in Fundraising and the International Development sector.
- University degree or equivalent in International Development, Fundraising, or related discipline preferred.
- Knowledge/interest in African development issues is an advantage.
- Excellent writing and communication skills in English.
- Knowledge of various fundraising vehicles and its respective solicitation tactics, an asset.
- Results oriented and demonstrated work ethic.
- Experience or understanding of proposal development, report writing and/or research.
- Computer literacy: Microsoft Office (Word, Excel, Outlook, PowerPoint) and internet search techniques.
- Strong interpersonal and communication skills.
- Deadline focused.

- Ability to work independently, strong time management, and organizational skills.

How to Apply:

To apply for this role please forward a CV and cover letter outlining your skills and experience as they relate to this position by April 21, 2017 to ndobrijevic@cpar.ca. Please send your application letter and CV as one document and reference "Fundraising Intern" in the subject line.

To learn more about CPAR, please visit our website at www.cpar.ca

CPAR thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. No phone calls please.