



Campaign Assistant, Ottawa World Partnership Walk and World Partnership Golf

The Organization

Aga Khan Foundation Canada (AKFC) is a non-profit international development agency, working in Asia and Africa to find sustainable solutions to the complex problems causing global poverty. AKFC concentrates on a small number of specific development challenges in health, education, rural development and civil society. In Canada, AKFC raises funds, builds partnerships with Canadian institutions, and promotes discussion and learning on international development issues. Established in 1980, AKFC is a registered Canadian charity and an agency of the worldwide Aga Khan Development Network.

The Position

We are seeking an exceptional, driven, self-motivated and organized individual to join our dynamic, multi-disciplinary team for the position of Campaign Assistant, Ottawa.

As the Campaign Assistant, you will support our dedicated and professional team of volunteers and Resource Development department staff to implement our World Partnership Walk and World Partnership Golf campaigns. You will act as a liaison between the National Office and the City Campaign Chairs.

This position involves working evenings and weekends. This is a nine month contract beginning November 13, 2017. Hours will vary depending on workload, averaging approximately 20 hours per week and up to 40 hours a week during peak periods.

Your Responsibilities

The individual will be responsible for supporting World Partnership Walk and World Partnership Golf fundraising and event execution.

- Support city teams to implement critical path and participate in discussions with volunteer leads around evening planning, marketing and fundraising.
- Support and coordinate deliverables between volunteers and National office as related to operations, stewardship, recognition, marketing and fundraising.
- Provide relationship management and stewardship support including presentations to corporate accounts, schools and community groups; prospect research; touchpoint calls with fundraisers, sponsors and other constituents; and responding to inquiries from constituents.
- Perform administrative tasks such as responding to telephone inquiries, accepting deliveries, coordinating mailings and ordering supplies.
- Attendance at evening and/or weekend events required.
- Other related duties as required.

Your Qualifications

- One year recent related experience in event planning, office administration, communications, sales or marketing environment
- Combination of education, training and experience relevant to the position.
- Exceptional relationship management skills
- Excellent communication skills
- Exceptional organizational skills and the ability to balance multiple priorities
- Ability to multi-task, meet deadlines, adapt to a demanding and changing work environment with competing priorities
- Ability to confidently speak publicly to small and medium sized audiences
- Proficiency in Microsoft office (Word, Excel and PowerPoint)
- A valid driver's license is required and access to a vehicle is an asset
- International development experience will be considered an asset

Application process

Qualified applicants should send their resume and cover letter as follows:

E-mail to: info@worldpartnershipwalk.com

Subject line: Campaign Assistant, Ottawa

Deadline for submissions: October 17, 2017 (Applications will be reviewed on an on-going basis)

Only shortlisted candidates will be contacted.

Please note that this position is only open to Canadian citizens or landed immigrants.