



Aga Khan Foundation Canada

National Campaign Assistant

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 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 (AKDN).

AKFC is seeking an exceptional, driven, organized individual to join our dynamic, multi-disciplinary team in the position of **National Campaign Assistant** in Ottawa. This is an important position that provides daily coordination and administrative support to the Resource Development department on all aspects of our fundraising campaigns, mainly World Partnership Walk (WPW) and World Partnership Golf (WPG).

Your Responsibilities

- **WPW and WPG Coordination and Support:** Provide support and fulfill administrative tasks related to donor and fundraiser stewardship and recognition, marketing, finance, and volunteer engagement.
- **Administrative Support:** Maintain effective filing systems, prepare purchase orders, prepare mailings, manage PowerPoint presentations and spreadsheets, provide support to volunteers on calls and manage overall office administration.
- **Procurement, Inventory and Data Management:** Coordinate the procurement, management, distribution and inventory of gifts, prizes, print materials and promotional items. Act as Relationship Manager with suppliers and service providers including local suppliers, field gift vendors and customs clearance agents. Manage online inventory management systems including AIS and Shopify.
- **Online Merchandise Store:** Provide overall coordination of the WPW online merchandise store including liaising with service providers, managing inventory, coordinating marketing activities and financial and analytical reporting.
- **Conference/Meeting Support:** Support the Campaign Operations team with meeting logistics, travel/accommodation bookings, finance-related tasks and preparing and printing meeting packages. Provide logistics support for WPW and WPG National conferences.

Your Qualifications

- One year recent related experience in event planning, office administration, communications, sales or marketing environment

- Post-secondary education or a combination of education, training and experience relevant to the position
- Exceptional relationship management skills
- Excellent communication skills
- Exceptional organizational skills, detail-oriented, and the ability to balance multiple priorities and deadlines
- Proficiency in Microsoft Office (Word, Excel and PowerPoint)
- High level of energy, enthusiasm and determination
- Effective interpersonal skills and experience working with cross-functional teams
- International development experience will be considered an asset
- Bilingualism in English and French will be considered an asset
- Some evening and evening meetings/work required

This is a one year contract position, with the possibility of extension. Qualified applicants should submit a cover letter, resume by **January 29, 2019** via email to hr@akfc.ca with subject line, "National Campaign Assistant". Applications will be reviewed on an ongoing basis. Please note that applicants must be eligible to work in Canada. Only shortlisted candidates will be contacted.

To learn more about us, please visit our website at: www.akfc.ca

AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.