



AGA KHAN FOUNDATION
CANADA

Terms of Reference

World Partnership Representative

Locations: Toronto, Vancouver, and Calgary or Edmonton

Type: Three contracts, part-time positions

About AKFC

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to global challenges. Working in Africa and Asia, we invest in local institutions and systems that anchor progress over the long term. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. AKFC is an agency of the Aga Khan Development Network, one of the world's most comprehensive development organizations. Since 1980, AKFC has helped millions of women and men to unlock their own potential to build a better life. Learn more at akfc.ca

Position Summary

We are seeking three exceptional, driven, self-motivated, and organized individuals to join our dynamic, multi-disciplinary team for the position of World Partnership Representative.

As a World Partnership Representative, you will support the Resource Mobilization department staff to implement our World Partnership Walk and World Partnership Golf campaigns.

This position involves working some evenings and weekends. This is a nine-month contract beginning February 19th, 2024. Hours will vary depending on workload, averaging approximately 20 hours per week and up to 40 hours a week during peak periods.

This role will report to the Manager of Resource Mobilization. The pay rate for this position is \$23.00 per hour.

Responsibilities

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



- Support and coordinate deliverables between volunteers and National office as related to operations, stewardship, recognition, marketing, fundraising, and sponsorship.
- Provide relationship management and stewardship support including in-person presentations/on-site engagement to schools, and community groups; prospect research; touchpoint calls with fundraisers and other constituents; and responding to supporter inquiries.
- Organize and maintain pertinent documents related to expenses, events, and contracts.
- Perform administrative tasks such as responding to inquiries, accepting deliveries, coordinating mailings, and ordering supplies.
- Attendance at evening and/or weekend events as required.
- Other related duties as required.

Qualifications & Experience

- 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)
- Proficiency in Google Suite is an asset
- Must be able to lift a 20-pound box
- A valid driver's license is required and access to a vehicle is an asset
- International development experience will be considered an asset



Apply

Qualified applicants should submit a cover letter and resume via email to AKFC.HR@akdn.org indicating “World Partnership Representative (Province of application – AB/BC/ON)” in the subject line. Applications will be reviewed on an ongoing basis. Short-listed candidates will be invited for an interview and asked to complete a writing assignment.

Deadline for submissions: **January 25, 2024**

Only shortlisted candidates will be contacted. Applications will be reviewed on an ongoing basis. Please note that applicants must be eligible to work in Canada.

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees to review and abide by the [AKFC Gender Equality Policy](#).

AKFC recognizes the importance of [safeguarding](#) and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates and the organization as a whole are kept safe from harm.

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.