



**Fort Edmonton Foundation  
Fundraiser - Summer Student**

Application Deadline: May 9, 2022

Job Type: Temporary, Full-Time (35 hours per week)

Duration: 10 weeks (June to August 2022)

Wage: \$20/hr

**Eligibility Requirements:**

- Must be between the ages of 15 & 30.
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act who is legally entitled to work in Canada.

The Fort Edmonton Foundation is a charity in Edmonton that raises funds, with community support, to bring capital projects and other initiatives to Fort Edmonton Park.

We are seeking an ambitious, organized, and enthusiastic summer student to support the fundraising activities of our Foundation. Our office is located in Fort Edmonton Park and we are getting ready for an exciting summer season at Edmonton's living history museum in our beautiful river valley. This opportunity also includes an ability to work remotely as well as in the park.

Reporting to the Executive Director, the Fundraiser – Summer Student will support the Foundation's goal to continue building community philanthropic support for capital projects and initiatives within Fort Edmonton Park.

**Tasks and Responsibilities:**

- Research best practices in campaigns and strategy
- Utilize in-house tools for donor contact lists and sales calls
- Develop mechanisms to connect with long-term existing donors
- Assist in developing a new, year round, fundraising strategy
- Assist with special event planning and management
- Utilize Grant Advance to develop target sectors
- Attend committee and team meetings as required
- Perform environmental scan of community fundraising events and potential partners
- Other duties as required

For further information about the Fort Edmonton Foundation, please visit [www.supportfortedmonton.com](http://www.supportfortedmonton.com)

Please send your resume and cover letter to [lori.farquharson@edmonton.ca](mailto:lori.farquharson@edmonton.ca) by May 9, 2022.