



**Fort Edmonton Foundation
Fundraiser - Summer Student**

Application Deadline: May 3, 2024

Job Type: Temporary, Full-Time (30 hours per week)

Duration: 9 weeks

Wage: \$20/hr

Start date: Flexible

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 fundraising trends and donor appreciation techniques
- Develop mechanisms to connect with long-term existing donors
- Research opportunities for grants, sponsorships and donations from businesses, foundations and government
- Research tools and resources to attract new markets, best practices in events and campaigns and strategy
- Analyze and research funder reports, unsuccessful applications, board relations, and community engagement
- Review and update internal reporting mechanisms
- Assist in research in all areas of the organization
- Utilize in-house tools for donor contact lists and sales calls
- Assist in developing a new, year round, fundraising strategy
- Participate in fundraising activities such as events, and community outreach and engagement
- Other duties as required

For further information about the Fort Edmonton Foundation, please visit www.supportfortedmonton.com

Please send your resume and cover letter to info@supportfortedmonton.com by May 3, 2024. In your cover letter, please indicate when you would be available to begin the position.