

EMPLOYMENT OPPORTUNITY



Fundraising & Special Events Intern

Build your skills in fundraising and event planning while supporting programs that improve lives across Algoma.

We're looking for an organized, friendly and community-minded individual to join our Development team. Working alongside the Director of Development & Community Impact, you'll gain hands-on experience in fundraising campaigns, special events, donor relations and sponsorship development.

What You'll Do

- Help plan and deliver fundraising campaigns and events, including coordinating timelines, supplies, volunteers and onsite activities.
- Build relationships with donors, sponsors, local businesses and community partners.
- Support donor recognition, sponsorship outreach, communications and campaign follow-up.
- Research potential donors, sponsors and fundraising opportunities.
- Prepare event materials, presentations and reports, and track fundraising activities, budgets and donor interactions.
- Contribute ideas to strengthen fundraising and donor engagement.

Projects include our Annual Workplace Campaign, The Big Pull Fire Truck Challenge, Big Cup Scramble Golf Tournament, donor recognition events, third-party fundraisers and corporate sponsorship initiatives. You'll also work with volunteers and event committees.

Qualifications & Skills

- Strong organizational skills, attention to detail and the ability to manage multiple priorities.
- Strong verbal and written English communication skills, with the ability to explain information clearly and respond to donor inquiries by phone, in person and in writing.
- Confidence in building relationships and working both independently and as part of a team.
- Working knowledge of Microsoft Office and a willingness to learn our donor database.
- Creativity, initiative and an interest in supporting the community.
- Relevant post-secondary education in fundraising, business, event management, communications, marketing, public relations or nonprofit management is an asset.
- Experience in customer service, fundraising, events, sales, volunteering or community engagement is an asset.
- A valid Ontario driver's licence and access to a reliable vehicle are assets.

NOHFC Eligibility

This internship is funded by the Northern Ontario Heritage Fund Corporation. Applicants must:

- Be entering the workforce, transitioning to a new career, or unemployed or underemployed and entering a new field.
- Have not previously participated in a NOHFC-funded internship.
- Be at least 18 years old.
- Reside in Canada and be legally entitled to work in Canada.

What You'll Gain

Through mentorship and practical experience, you'll develop skills in fundraising, event and project management, donor stewardship, sponsorship development, volunteer coordination, professional communications, public speaking and budget tracking.

You'll contribute to real projects, build professional relationships and gain experience for your next career step.

United Way welcomes applications from qualified candidates of all backgrounds. Accommodations are available upon request throughout the recruitment process.

To apply, please submit your resume and cover letter to **Revoy@uwssmalgoma.ca**

