

Jane / Finch Community Tennis Association
1 Shoreham Dr. Suite #100
North York, Ontario
M3N 3A6



Job Title: Fundraising Officer

Commitment: 35 hours per week with some evenings and weekends

Duration: 8 weeks from July 1, 2024 to August 23, 2024

Locations: Sobey's Stadium, Grandravine Community Centre, and/or remote

Compensation: \$20.00 per hour (tax inclusive)

Application Deadline: June 3, 2024 at 5:00 PM EST

Who We Are:

The Jane / Finch Community Tennis Association (JFCTA) is a community-based not-for-profit organization that is committed to operating within an Anti-Oppressive and trauma-informed framework to engage our community. We aim to work in a manner that is both productive and constructive to enhance individual strengths; and promote positive developmental outcomes for young people. JFCTA utilizes sport as a vehicle to develop the capacity of youth within our organization and community. Our programs are explicitly designed to be low-cost, and barrier-free.

Job Description:

In an effort to continue JFCTA's commitment to economic opportunities, we have developed this new position for young people. The majority of the work may be completed remotely. There will be a heavy emphasis on researching, writing, and editing in the majority of the work assigned.

During July, the Fundraising Officer will be required to be on-site at JFCTA's Summer League at Grandravine Community Centre to capture and collect feedback and content from participants, coaches, and parents/guardians. Other on-site engagements may include fundraising events with our partners. At such engagements, the Fundraising Officer will be required to represent JFCTA, support and deliver fundraising activities and build new relationships on behalf of the association.

This position will be challenging and exciting. The successful candidate will receive professional development and mentorship from a JFCTA staff member, and gain a deeper understanding of the fundraising domain and the nature of a not-for-profit organization. We hope that the hired individual will provide quality work while developing personally and professionally.

Responsibilities:

- Represent JFCTA in a professional manner within the community and at external functions which may include: fundraising events, networking opportunities, and other engagements
- Research and source new funding and fundraising opportunities
- Write reports, grant applications, and compile stories to demonstrate the work and impact of the association for prospective donors and granting agencies
- Edit and proof-read written material for publication
- Collect feedback from community members and participants of the association
- Complete and deliver assigned work within agreed-upon time frames
- Communicate with colleagues, donors, and relevant stakeholders in a professional manner
- Adhere to the policies and procedures of each organization

Skills and Attributes:

- Have the ability to analyze data, recognize patterns, and synthesize information
- Have the ability to write, edit, and improve produced work based on feedback and new learnings
- Have the ability to speak publicly and address large crowds as well as individuals

- Be responsible and hard-working in independent settings
- Be respectful of the values of JFCTA and prospective donors and granting agencies
- Be organized and punctual to achieve and finish tasks on time with quality
- Be able to communicate and collaborate well in team settings
- Be able to problem solve and adapt to situations

Assets:

- Background and education in grant writing, creative writing, fundraising, and marketing (not required)
- Knowledge of how to use Microsoft Office, Canva, Google Suite, photo editing, and editing software
- Lived experience working, playing, and living in the Jane/Finch neighborhood or similar neighborhoods

Application Process:

Interested applicants should submit a resume/CV, cover letter, and **2 pieces of written work in PDF format** to: alan@janefinchtennis.ca by email with the subject line "JFCTA Fundraising Officer application". Please submit your application by June 3, 2024, at 5:00 PM EST. Failure to submit all the required documents within the deadline may result in an application refusal or decline by JFCTA.

We thank all applicants for their interest and we will contact only those candidates whose skills and experience best match the requirements of the position.

Jane/Finch Community Tennis Association is an equal-opportunity employer committed to equity and the principles of anti-oppression. We strongly encourage applications that reflect the diverse cultures and socio-economic backgrounds we serve such as Black, Indigenous, and people of color (BIPOC), LGBTQ2S+, women, and persons living with disabilities to apply.