

## Fundraising Manager

### ABOUT TREK FOR TEENS

The Trek for Teens Foundation is an entirely youth-led and volunteer-run charity that focuses on raising funds and awareness for youth experiencing homelessness in Canada. We strongly believe in youth helping youth, and therefore our team is primarily made up of post-secondary students and young professionals across multiple cities in Ontario and Quebec. We strive to ensure our team member's personal growth is aligned to their work at the charity, and that they are able to develop professionally through our organization.

### DESCRIPTION

Reporting to the Director of Fundraising, the Fundraising Manager will be tasked with the planning and execution foundation-wide fundraising initiatives, including working with corporate relations to optimize fundraising activities, planning marquee events, and participating in yearly planning, budgeting, and goal setting

### RESPONSIBILITIES

- Participate in regular meetings with the fundraising team, and attend monthly all-hands meetings (2nd Saturday of the month in the mornings)
- Work directly with the Director of fundraising to plan and execute fundraising events and activities
- Report to the Director of Fundraising to provide regular updates on Corporate Relations activities, as well as key planning initiatives for marquee events

### QUALIFICATIONS

- Dedication to the cause of youth homelessness
- Bachelor's degree/equivalent experience in related fields (e.g. commerce, finance)
- An interest in leadership, strategic growth and process development
- Strong organization and communication skills
- Proven experience managing budgets, financial reporting, and ensuring compliance with funding requirements
- Experience in writing, editing, and submitting grant proposals, including the ability to craft compelling narratives that align with funders' priorities

### COMMITMENT

We expect a minimum commitment to this position for 1 year. However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.

The expected weekly time commitment is 3-5 hours. This is a remote role, with occasional in-person engagement. This is an entirely volunteer role.



## **APPLY NOW**

Send your **resume** and **cover letter** to our Assistant Director of Human Resources.

### **SUBJECT LINE**

Application: Fundraising Manager - Firstname Lastname

**EMAIL** [ad.hr@trekforteens.com](mailto:ad.hr@trekforteens.com)

Applications to this position will be considered on a rolling basis. We will be in touch within a few days regarding an interview opportunity.