

Fund Development Coordinator Co-op Student



Reports to: Executive Director

Salary: \$18.00 - \$20.00/hr + vacation pay

Term: Jan 13 2025 - April 30 2025

Hours: 35 hours per week.

Office Location: 63 Tacoma Drive, Suite 303 Dartmouth

Hybrid Model: In office Tues, Wed, Thurs. Hybrid Mon and Fri

Application Deadline: November 17, 2024

We are seeking a motivated and detail-oriented Fund Development Co-op Student to join our dynamic team. In this role, you will support fundraising activities, assist with donor relations, and contribute to various fundraising campaigns. This is an excellent opportunity for a student interested in non-profit management, philanthropy, public relations, and community engagement to gain hands-on experience in a professional setting.

About PREP Academy

The PREP Academy is a community based non-profit organization that inspires and prepares African Nova Scotian students for college and university. We coach students in Grades 10, 11, 12 and continue to provide wraparound supports as they transition and complete college and university. We provide students and parents with access to resources and information, and help them navigate college and university processes.

Key Responsibilities

- Donor Research: assist in researching potential donors, updating our fund development pipeline.
- Grant Writing: draft grant applications and proposals to secure funding with creative writing.
- Fundraising Campaign Support: assist in the planning and execution of fundraising events, campaigns, and donor stewardship initiatives.
- Database Management: maintain and update donor databases, ensuring accurate and up-to-date records.
- Donor Communications: draft donor communication materials, including thank-you letters, newsletters, and event invitations.
- Reporting: prepare reports on fundraising activities, donor engagement, and campaign progress.
- Event Support: Assist with logistics, promotion, and execution of fundraising events.
- Social Media & Marketing: collaborate with the marketing team to create content that promotes fundraising campaigns and events.
- Provide general administrative support to the team as needed.

Student Eligibility

This is a funding student position and students must be:

- Enrolled full or part time in a Canadian college or university.
- Holds Canadian citizenship or Permanent residency.

The Ideal Candidate

- Currently enrolled in a post-secondary program related to Communications, Marketing, Non-Profit Management, or a related field.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Motivated self-starter, be able to prioritize work under pressure and show great attention to detail.
- Strong working knowledge of Google Workspace and must be comfortable in a digital environment, and is flexible and adaptable to new systems and tools.
- Thrives on supporting a wide range of tasks and projects and is able to effectively juggle many activities.
- Passion for non-profit work and community engagement.

What We Offer

- Access to LinkedIn Learning
- Support with your professional development and learning
- Exposure to networking and events within the non-profit sector
- A collaborative and supportive team environment.
- Opportunity to volunteer and give back to youth and community.

How to Apply

Please send your resume and cover letter to hr@theprepacademy.ca and a brief email that shares professional information about you and why you're interested in working with PREP Academy.

We would like to thank all candidates for expressing interest. Please note only those selected for interviews will be contacted.