



1200 Markham Road, Suite 214, Toronto, Ontario M1H 3C3  
Tel: 416-431-4847 Fax: 416-431-7283 Website: [www.safss.org](http://www.safss.org) Email: [reception@safss.org](mailto:reception@safss.org)

## Canada Summer Jobs – Fundraiser Organizer

**Employer:** Settlement Assistance and Family Support Services (SAFSS)

**Job City:** Scarborough

**Job region:** Greater Toronto Area

**Location:** 1200 Markham Rd., Suite #214 Toronto, ON M1H 3C3

**Application Deadline:** April 25, 2025

**Vacancy:** 1

**Job terms:** This is a full-time temporary (April – August) hybrid position.

**Wage:** \$17.20 per hour / 5 days a week (Monday – Friday)

### **Conditions:**

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

### **Background:**

Settlement Assistance and Family Support Services is a trusted not-for-profit social services agency that has been serving and advocating for newcomers, refugees and victims of all types of violence since 1989. The need to address Violence against Women was the seed of the organization's establishment. However, while the organization was initially founded to support women and children who were victims of domestic violence, it has since evolved and expanded its services to support other identified needs. Our trained staff provide a range of services to a diverse, multi-cultural and multi-lingual community in a responsible and professional manner in a safe non-judgmental and confidential environment that fosters trust, respect and collaboration.

### **Summary:**

The Fundraiser Organizer assists with planning and coordinating fundraising events and campaigns to support the organization's programs and services. This role focuses on



**SAFSS**

Settlement Assistance &  
Family Support Services

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donor outreach, community engagement, and securing financial support through various fundraising strategies.

## Responsibilities:

### **Event Planning and Coordination:**

- Assist in organizing and planning fundraising events such as galas, auctions, bake sales, and community-based campaigns.
- Coordinate logistics, including venue booking, catering, guest invitations, and event timelines.

Ensure all event activities are aligned with the SAFSS mission and goals.

### **Donor Engagement:**

- Build and maintain relationships with potential donors, sponsors, and partners to secure funding for SAFSS programs.
- Research and identify new potential funding sources including corporate sponsors, individuals, and foundations.
- Track and record donor contributions and ensure timely follow-up with appreciation letters and communications.

### **Marketing and Outreach:**

- Develop and distribute promotional materials for fundraising campaigns (e.g., flyers, emails, social media posts).
- Collaborate with the communications team to enhance online and offline visibility for fundraising efforts.
- Promote upcoming events and initiatives via social media, email newsletters, and community outreach.

### **Fundraising Strategy Support:**

- Work with the leadership team to develop and implement effective fundraising strategies and goals.
- Analyze the success of fundraising events and campaigns, providing feedback and suggestions for improvement.
- Monitor and report on fundraising progress towards targets and objectives.

### **Volunteer Coordination:**

- Recruit and manage volunteers to support fundraising activities, ensuring adequate staffing for events and campaigns.
- Provide training and support to volunteers involved in fundraising efforts.

### **Administrative Support:**

- Maintain accurate records of donations, event participation, and donor communications.
- Assist in managing the fundraising database, ensuring all information is up to date.
- Perform other administrative duties as needed, such as scheduling meetings, taking notes, and organizing event files.



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## Qualifications:

- Diploma or degree in Fundraising, Nonprofit Management, Communications, or related field
- Experience in fundraising, event planning, or donor relations
- Strong communication, organizational, and networking skills
- Ability to manage multiple projects and meet deadlines
- Familiarity with fundraising software and donor databases
- Knowledge of nonprofit sector and community engagement strategies

**How to apply:** Submit your resume and cover letter to: [recruitment@safss.org](mailto:recruitment@safss.org)

Settlement Assistance & Family Support Services is an equal opportunity employer and committed to an inclusive, equitable and accessible workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request accommodation, please contact the HR department at SAFSS.

Only applicants who will be interviewed are contacted.