



Position:	Philanthropy Research & Administrative Coordinator (Summer Intern - paid)
Immediate Supervisor:	Senior Manager, Philanthropy and Partnerships
Location:	Home office, preferably close to one of our operating areas: Vancouver Island, Vancouver, Canmore/Calgary, Toronto, Huntsville
Start date:	May 2021 (8 week positions)

Outward Bound Canada is committed to helping Canadian youth change the trajectory of their lives. With young people desiring to thrive in an unpredictable and changing world, OBC, a registered charity, offers social-emotional education through experiential adventures in the outdoors. Since 1969, OBC has inspired over 150,000 participants, with a particular emphasis on providing greater access to those facing socioeconomic barriers, to discover their potential. These experiences develop resilience, social and emotional intelligence, and environmental leadership to contribute to a better, more compassionate, and resilient society. The impact of our work on young people in Canada is found in our recent [case for support](#).

Throughout the COVID-19 pandemic, Outward Bound Canada has prioritized the health and wellbeing of our employees, participants and the wider community. As of August 2020, we resumed some of our programs and implemented new COVID-19 Field Procedures to prioritize the health and safety of staff and participants. We are looking forward to a renewed connection with youth in nature in 2021.

ABOUT THE POSITION

The Coordinator will report to and work very closely through a mentoring relationship with the Senior Manager, Philanthropy and Partnerships and other members of the philanthropy team to advance the fundraising efforts of OBC's Institutional Giving, Events and Major Gifts portfolios. Responsibilities include research support for grants, stewardship reports, online platforms, virtual events, and other departmental initiatives and also contribute through other departmental support as needed.

DUTIES AND RESPONSIBILITIES

Support for Grant Research & Writing

- Perform prospect research on foundations, corporations and governments to evaluate prospects for grants, using for-fee databases and internet searches.
- Track and create a calendar of grant opportunities including deadline dates, required materials, as well as maintain a pipeline of grant applications including grants applied to, status of application, and grant and report deadlines.
- Maintain and update records in database and other systems as required.

Support for Stewardship Report Writing

- Maintain and update tracking sheet for all reports due to donors with associated deadlines and all relevant information.



- Work with other departments to track and collect necessary data, information and assets for stewardship reports.

Support with Virtual Events

- Perform research on selected Speaker Series guests and the given topic of conversation.
- Assist with drafting the script and panel discussion questions for each speaker series event.
- Provide other support related to virtual events as needed.

Other Departmental Support

- Provide support as needed for Major Gifts portfolio.
- Provide support as needed for Individual Giving portfolio.

SKILLS AND EXPERIENCE DESIRED

- A relevant university degree in philanthropy, marketing and/or communications or related field from a recognized post-secondary institution.
- Desire to learn about the non-profit and charitable sector.
- Excellent writing, editing and grammar skills and the ability to prepare various documents for different audiences.
- Strong research skills using databases and search engines and the ability to present this information clearly.
- Strong working knowledge of donor database (Salesforce in particular) an asset.
- Excellent proficiency in Microsoft Office Suite software.
- Exceptional interpersonal and communication skills.
- Organizational skills and detail oriented is a must.
- Resourcefulness, initiative and flexibility and the ability to develop a plan of action and meet deadlines.
- Position requires a police background check, including a Vulnerable Sector Check.

Compensation

\$16.75 per hour, 35 hours/week

READY TO APPLY?

Please send cover letter and CV to employ@outwardbound.ca

Indicating “Philanthropy Research and Administrative
Coordinator”

The position is in collaboration with Canada Summer Jobs and has eligibility criteria including:

- Between 15 and 30 years of age (inclusive) at the start of employment.
- A Canadian Citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee protection act.
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations



**OUTWARD BOUND
CANADA**

Application deadline: Friday, June 25, 2021 by 5 pm EST

Outward Bound Canada is an equal opportunity employer, we recognize that people come with a wealth of experience beyond the technical requirements of a job, if your experience is close to what you see listed, please consider applying. Outward Bound Canada strives to have a broad representation that is reflective of the diversity of Canada and values the diversity of people and communities and is committed to inclusion in our organization. We encourage applications from all individuals who will help us achieve our goals, including women, racialized people, members of the 2SLGBTQIA+ community, and all other equity-deserving groups.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. Please let us know if you require accommodations at any stage during the hiring process.