



BC & ALBERTA GUIDE DOGS

GUIDE DOGS • AUTISM SUPPORT DOGS • PTSD SERVICE DOGS



Serving those who served
A Division of BC Guide Dogs

Fundraising Assistant - Canada Summer Jobs Posting

Term - 8 weeks (start date flexible – must end Friday August 30th)

Hours – Full-time (M-F 37.5 hours/week – flexible for some weekend events)

Location - Ladner, BC

Pay rate: \$15/hour

BC Guide Dogs is seeking a motivated individual with a passion for fundraising and making a difference with a non-profit, charity organization.

This role will offer you great hands-on experience in a dynamic, fast-paced charity while you bring your professional approach and creative, strategic ideas for fundraising and donor development to support the Manager of Development in achieving goals and outcomes for the organization.

Specific tasks include but are not limited to:

- Donor database support
- Prospect research
- Strategic grant search and writing
- Developing project management plans for fundraising events
- Providing support at fundraising events
- Developing ideas for new fundraising initiatives and revenue sources to complement existing revenue streams
- Helping deliver appropriate and timely donor recognition and stewardship.
- Building awareness through community outreach activities and initiatives

Skills & Qualifications

- Must be attending post-secondary institution, preferably in a fundraising, marketing, communications or business program.
- Strong interpersonal skills, including written and verbal communication.
- Strong customer service skills.
- Excellent discretion in dealing with confidential and sensitive matters.
- Able to work independently with a variable workflow while maintaining appropriate priorities and executing timely deliverables.
- Experience with Microsoft Office Suite, including PowerPoint, Word and Excel programs.

About Us

BC Guide Dogs is a registered charity that provides professionally trained Guide Dogs to blind and visually impaired individuals, Autism Support Dogs to children with profound autism and their families, and PTSD Service Dogs to Veterans and retired RCMP living with Post Traumatic Stress. Every individual and family that receives a Guide or Service Dog is provided training and support services, as well as long-term support for the working life of that dog, usually 8 years. Our Guide and Service Dogs and support services are provided at no cost to the recipient. Our organization operates through the generous donations we receive annually, and the dedication of over 200 volunteers.

How to Apply

Please email your cover letter and resume to:

Cathy Nidoski
Director, Development and Communications
BC & Alberta Guide Dogs
Email: cathy.nidoski@bcguidedog.com

We thank all applicants, however, only those selected for an interview will be contacted.
No phone calls please.