

# **Canadian Junior Golf Association**

170 West Beaver Creek, Unit 6, Richmond Hill, Ontario L4B 1L6

## **Required: Fundraising Intern**

The Canadian Junior Golf Association has an opening for an Intern to work on fundraising and sponsorship.

The Canadian Junior Golf Association (CJGA) is a “registered Canadian amateur athletic association” (RCAAA) not-for-profit registered with Revenue Canada.

The Canadian Junior Golf Association (CJGA) is dedicated to developing Canada's junior golfers by offering basic instruction to the beginning golfer and high level competition to the more advanced through regional, provincial, national, and international events. The CJGA brings excellence to junior golf as a sport through opportunities and fellowship.

This is a new position. The CJGA is looking for a highly motivated and experienced professional to help us achieve our fundraising goals, and assist in diversifying and strengthening our fundraising base. This position is ideal for a fund-raising professional who is seeking the opportunity to be involved with multiple facet of a fundraising initiative.

### **Responsibilities and Duties**

1. Develop and execute a major gifts program, targeting foundations, individuals and corporations.
2. Develop a sponsorship plan and solicit sponsorship.
3. Plan and conduct annual membership renewal and recruitment campaigns. The fundraiser will work with the Program Manager to manage the donor/member database and provide timely receipting of donations.
4. Build and maintain relationships with potential supporters, donors and volunteers.
5. Develop and execute Donor Recognition policy and initiatives.
6. Evaluate and report on fundraising activities.
7. Working with the Executive Director, assist in preparation of grant proposals and sponsorship decks as needed.
8. Develop effective strategies for fundraising and sponsorship.

### **Qualifications**

- Experience in fundraising for a not-for-profit organization preferred but not essential
- A track record in all aspects of fundraising, particularly in the area of major gift campaigns
- Excellent communication and presentation skills
- Excellent interpersonal skills, the ability to work effectively with staff, volunteers, donors and the public.
- Organizational and time management skills
- Proficient in related software (Microsoft Word, Excel, etc)
- Knowledge and interest in sports (golf) and youth participation

## **Terms and Conditions**

This is an intern position with the possibility of the job turning into a regular position at the end of the contract.

## **How to Apply**

Please send your particulars to the CJGA. It should include the following:

- your interest in working for the CJGA
- your resume
- your background in fundraising
- other information that you may think might be of importance to our assessment of your application
- two references: names and contact details

Send your application via e-mail to:

Earl Fritz at [earl.fritz@cjga.com](mailto:earl.fritz@cjga.com) or fax to: 905-731-6058 or call 905-731-6388.