



Intern, Donor Experience (8 Week Term)

ABOUT US

Campfire Circle has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

THE OPPORTUNITY

Are you a new fundraising student seeking to grow your skillset? Are you passionate about working in the charitable sector for an incredible cause and community? Are you looking to join a team of fun, creative and driven individuals? If so, come spend your summer with Campfire Circle and help us spread the magic of Camp!

Campfire Circle is seeking an Intern, Donor Experience to support the development team this summer. The Intern, Donor Experience will support Donor Experience team with a variety of administrative tasks, data maintenance of Raisers Edge and fundraising database, and record clean up. They will support the implementation of new procedures and processes to support data integrity and analytics.

This role reports to the Manager, Donor Experience & Analytics.

Start Date: May 8, 2023

End Date: June 30, 2023

Rate: \$17.00/hour

Key Accountabilities:

- Support Donor Experience team with Raisers Edge data maintenance and record clean up.
- Efficiently and accurately enter data from various sources into Raiser's Edge (donor CRM).
- Review, clean and configure data to prepare for importing.
- Update constituent records by entering data into donor Raisers Edge through manual or automated processes.
- Running duplicate constituent reports to ensure data integrity.
- Provide administrative support Donor Experience team and complete other duties as assigned when needed.



ABOUT YOU

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. Additionally, all of our staff are required to be currently eligible to work in Canada.

QUALIFICATIONS

Required Criteria:

- a) Excellent interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff, supporters and volunteers.
- b) Has an interest in fundraising and the non-profit sector.
- c) Strong verbal, presentation and written communication skills.
- d) Ability to remain calm in variety of situations.
- e) A demonstrated ability to organize work, set priorities, meet deadlines and work under the pressure of time constraints.
- f) A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects.
- g) A demonstrated ability to work collaboratively in a team environment.
- h) Detail oriented with great organizational skills.
- i) Demonstrated professional, judgement and discretion in dealing with confidential or sensitive matters.
- j) Computer literacy in Microsoft Office (Word, Excel and PowerPoint).

Advantageous Criteria:

- a) Education in fundraising and/or CRM databases.
- b) Experience using Raiser's Edge and Engaging Networks.
- c) Demonstrated commitment to volunteerism or volunteer sector.

Particular Working Conditions:

- a) This role will work in a hybrid environment, with 2-3 days per week working in office.
- b) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.
- c) This position may support the occasional Campfire Circle event, which can occur on evenings and/or weekends.

TO APPLY

Please send a cover letter and resume to careers@campfirecircle.org with the email subject reading **Intern, Donor Experience**.



Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!

This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit www.campfirecircle.org - No phone calls please.

HEALTH AND WELLNESS

Campfire Circle acknowledges that the overall health and wellness of you and your family are important; for this reason, we have partnered with Homewood Health to create an employee and family assistance program which is accessible to all of our seasonal and year round staff members and their families.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at careers@campfirecircle.org or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/about-campfire-circle/careers/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

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Campfire Circle is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.