



*Development Assistant – Partnerships
Summer Contract
Hourly Wage: \$22
Toronto, Ohsweken, Hybrid
Closing Date: May 2, 2025*

Employment Opportunity

Indspire is an Indigenous led Charity that has grown and developed into one of the Top 10 Charities of Impact in *Canada* that invests in the education of First Nations, Inuit, and Métis people for the long-term benefit of these individuals, their families and communities, and Canada.

Indspire is seeking a student or recent graduate who is interested in the field of fundraising and the charitable sector. This role is to provide an opportunity to support the partnerships team and be part of shaping the future of education for Indigenous people in Canada.

Key Responsibilities

- Assist the Development team with creating sponsor reports; updating sponsor records; and general administrative support for Indspire's fundraising program.
- Assist with sponsor relations activities such as correspondence, and special corporate events.
- Assist with database maintenance
- Online prospect research to help identify possible sponsors of Indspire's programs.
- And other related duties

Qualifications

- Must currently be enrolled full-time in post-secondary education, completion of post-secondary education, and/or equivalent experience.
- Legally entitled to work in Canada.
- Effective customer service skills and ability to interact with a variety of people.
- Demonstrated ability to communicate effectively.
- Excellent attention to detail.
- Familiarity with Microsoft Office and basic database maintenance is an asset.

- Knowledge of the Indigenous Community is an asset.
- Demonstrated openness to learning and willingness to engage in cultural competency training.

We are an Indigenous organization whose mandate is to promote opportunities for Indigenous people. We encourage applications from qualified First Nations, Inuit, and Métis people and all others interested in the position.

How to Apply

To apply, please visit:

<https://indspire.applytojobs.ca/development/38013>

Indspire is committed to ensuring an equal opportunity recruitment process. Accommodation is available to all applicants upon request. We are committed to providing any accommodation required to ensure a barrier-free process. Please contact us via email at hr@indspire.ca, we will work with all applicants to accommodate any accessibility needs.

To learn more about Indspire, visit indspire.ca

Deadline for Applications: May 2, 2025, at 5:00 pm EST