



## 2025 Summer Job Posting

<b>Job title:</b>	Partnership & Philanthropy Associate
<b>Reports to:</b>	Senior Director, Partnerships & Philanthropy
<b>Location:</b>	Remote in Canada, Access to Internet Required
<b>Hours:</b>	31 hours/week
<b>Duration:</b>	9 Weeks starting May 1, 2025
<b>Hourly rate of pay:</b>	\$22.20
<b>Application deadline:</b>	Friday January 31, 2025

**\*All Associate positions are funded through the Canada Summer Jobs Program and will start pending approval from Employment and Social Development Canada (ESDC).**

### **About BGC Canada (formerly Boys and Girls Clubs of Canada)**

For 120+ years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 635 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at [bgccan.com](http://bgccan.com) and follow us on social media @BGCCAN.

### **About You**

You are an incredibly detail-oriented individual who enjoys organizing information, communicating information, and ensuring tasks are completed. You have a friendly demeanour and a positive attitude, take the initiative, and enjoy being helpful. You are excellent at multitasking, meeting deadlines, and collaborating with others. Ideally, you have some fundraising experience and are willing and eager to learn more about nonprofits in a federated model. You are tech-savvy and comfortable working on digital platforms such as fundraising/event registration. You align with BGC Canada's Core Values of Belonging, Respect, Encouragement and support, Working Together, and Speaking Out.

### **About the Role**

- Provide ongoing administrative support for the Partnerships & Philanthropy Team, including data entry and clean-up support, as well as report generation in the CRM database, Salesforce.
- Provide project management support for National initiatives and events such as Youth of the Year, BGC Club Day, etc.
- Provides partnership relationship management support, including prospecting of potential partners, building engagement capacity through proactive identification and prospect pipeline management, and proposal development support.
- Maintain relationships with colleagues across BGC Canada's National office to stay informed of best practices, and to facilitate donor relations.

### **Our Ideal Candidate**

- Currently enrolled in or recently completed a communications, marketing, or fundraising management program **and/or** have a strong interest in corporate social responsibility, fund development, fundraising, and administration
- Demonstrated experience dealing with various key stakeholders, including members, colleagues, volunteers, and the board of directors.
- Excellent organizational, analytical, and communication skills (written and verbal)
- Knowledge of design software such as Canva and Adobe Suite
- Experience working in an association or not-for-profit environment is considered an asset
- High-level proficiency in Microsoft Suite
- Experience in events or project management is considered an asset
- Fluency in French is considered an asset

### **Eligibility**

- Must be between 15 and 30 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Satisfactory clearance under the Enhanced Police Information Check

### **How to Apply**

If you find this position description interesting and believe your skills and experience align, we encourage you to apply! Please visit our candidate portal at

<https://bgccan.bizmerlin.net/jobboard> and click on the **Partnerships & Philanthropy Associate** position.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

We thank all applicants for their interest; however, only those under consideration for the role will be contacted.