



JOB POSTING

POSTING #: 2026-20

FUNDRAISING CONSULTANT– CANADA SUMMER JOB

WAGE RATE: \$17.60 PER HOUR, 35 HOURS A WEEK

CONTRACT PERIOD: 8 WEEKS

THE OPPORTUNITY

Join one of the [Top 10 Canadian Youth Impact Charities of 2022](#) today! Since 2010, Charity Intelligence has awarded Eva's with high marks for financial transparency, accountability to donors and cost-efficiency.

Learn more about Eva's Initiatives and the work that we do.

[About Us - Eva's Initiatives for Homeless Youth \(evas.ca\)](#)

DUTIES AND SCOPE OF WORK

Under the supervision of Director of Development, fundraising consultant will support the Development and Communications team by assisting with funding opportunities by conducting prospect research, supporting our stewardship work, cleaning up our database, and assisting with community management and the development of social media content.

Ongoing support will be provided as well as cross-functioning exposure for professional development. The role is a contract position for a period of 8 weeks.

RESPONSIBILITIES

DEVELOPMENT

- Complete prospect research for new funding opportunities using online tools.
- Support donor stewardship activities (acknowledgement letters, thank you calls, follow ups, mailings).
- Research trends in philanthropy and social justice, gather stats and evidence to support outgoing proposals, reports, and letters.
- Support data entry and maintenance needs relating to constituent records in Raiser's Edge and organization files in OneDrive.
- Receive and process gifts from all online and offline channels, monthly contributions, and in-memory/in-honor/tribute/in-kind donations.
- Coordinate with donors and Eva's sites to schedule deliveries and organize gift in kind donations and community support.
- Coordinate mailings of acknowledgment letters, proposals, reports, etc., including mail merge, creating welcome packages.
- Handle (retrieve, open, and distribute) departmental mail and photocopy, print, scan, and electronically file documents.
- Manage a calendar of activities for tracking pipeline activity.

COMMUNICATIONS:

- Support the development of content (graphics, social media posts, videos, proposals, etc.) for communication to Eva's stakeholders.
- Respond to inquiries from donors and community members through our public-facing inboxes.
- Assist with any other Communications as appropriate, such as research, writing and editing

QUALIFICATIONS

- Currently pursuing or recently completed a diploma or degree related to **office administration, fundraising, marketing or communications**
- Interest in issues related to youth homelessness, fundraising, and social services
- Good writing and research skills
- Knowledgeable in Microsoft programs including Word, PowerPoint, and Excel
- Ability to work independently and as part of a team
- Strong attention to detail
- Age: You must be between **15 and 30 years old** at the start of employment.
- **Eligibility:** You should be a **Canadian Citizen**, a **Permanent Resident**, or **Conventional Refugee**.
- Work Authorization: You must be **legally entitled to work in Canada** (which means you need a valid Social Insurance Number).
- A Clear Vulnerable Sector Police Reference Check
- Proof of up-to-date adult immunization status as per Toronto Shelter Standards
- Proof of valid CPR & First Aid certificates
- A signed Declaration form from Human Resources Development Canada (HRDC)

APPLY

Submit a cover letter and resume in one document to careers@evas.ca Be sure to indicate **2025 – 20 FUNDRAISING CONSULTANT** in the title and apply by **May 8, 2026**

CONDITIONS OF EMPLOYMENT

<https://www.evas.ca/conditions-of-employment/>

LAND ACKNOWLEDGEMENT

<https://www.evas.ca/land-acknowledgement/>

LOOKING TO LEARN AND GROW WITH US?

Check out other all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

Administrative Office: 60 Brant Street, Toronto, Ontario, M5V 3G9

Email info@evas.ca | Website www.evas.ca

 Connect with us @evasinitiatives.