



JOB POSTING – Summer Internship – Fundraising Intern

Organization:	Right To Play International
Department/Division:	Canadian National Office
Work location:	Toronto, Ontario
Work arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
Authorized to work in:	Canada (Eligible to work legally without requiring sponsorship)
Target Hiring Range:	\$15 per hour
Target Start Date:	June 6, 2022
Contract Duration:	8 weeks
Closing Date:	May 20, 2022

This internship is funded by the Government of Canada - [Canada Summer Jobs Program 2022](#).

Eligibility - Youth do not need to be students to be eligible for the program. In order to be eligible, youth must meet the following criteria:

- must be between 15 and 30 years old at the start of employment,
- is a Canadian Citizen, Permanent Resident, or a person on whom Refugee Protection has been conferred under the Immigration and Refugee Protection Act,
- is legally entitled to work according to provincial legislation and regulations.

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:



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Website: righttoplay.com

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

Right To Play's Canadian National Office (CNO) leads the fundraising program in Canada. We are seeking to hire a youth, with a priority to BIPOC identified people, with an interest in fundraising and the not-for-profit sector. The CNO Fundraising Summer Intern will be involved in a variety of projects connected to the Heroes Gala, the Monthly Giving program and the finance and operations support of the fundraising program. The Fundraising Summer Intern will be comfortable spending considerable time working with data. The Intern's involvement in these projects will provide the individual the opportunity to build skills in the areas of client service, teamwork, communication and data analysis.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Event Planning and Support (30% of Time):

- Support in the preparation and lead up to the June 22 Heroes Gala and post event activities
- Support for the summer third party events of the Playmakers network
- Engagement with the team summer planning activities

Job Responsibility #2: Finance and Business Operations Team Support (40%):

- Gala support, cleaning up and update of MCRM data, Contact list and Opportunities
- Supporting the team in tracking the Gala related information
- Mapping Click dimension and MCRM datasets
- Mapping processing and donor journey to identify gaps and provide recommendations
- Recording gifts and other operational support including during Gala event

Job Responsibility #3: Monthly Giving Analysis and Support (30% of Time):

- Data entry and cleaning:
 - Help execute data cleaning in our CRM in order to ensure donor data accuracy





- Double-check data imports as required
- Data analysis and projections
 - Help prepare and format reports for executives and stakeholders in our monthly donor program

QUALIFICATIONS:

We are seeking an individual with an Undergraduate degree OR comparable combination of education and lived experience who has a desire to explore a career in the not-for-profit sector. You have experience in working with data and appreciate an attention to detail. An advanced knowledge of Excel is preferred and any experience in working with CRM systems will be advantageous.

WHO YOU ARE:

You are a highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a Great Place to Work® Canada Certified and globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**).

HOW TO APPLY:

If you are interested in applying for this position, please email your resume and cover letter to careers@righttoplay.com and include the job title in the subject line.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.



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EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

ACCOMMODATION:

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.