

Title: Fundraising Coordinator (Summer job)

Contract: 8 weeks full-time (Canada Summer Jobs)



Canadian Skin Patient Alliance
Alliance canadienne des
patients en dermatologie

About the Canadian Skin Patient Alliance

The Canadian Skin Patient Alliance (CSPA) is a national non-profit organization dedicated to advocating for, educating, and supporting Canadians affected by skin, hair, and nail conditions. **Our mission** is to improve the health and well-being of people across Canada affected by skin, hair, and nail conditions, through collaboration, advocacy and education.

Primary Responsibilities

Fundraising

- Supports the fund development committee to develop and implement CSPA's fundraising strategy
- Develops and maintains donor database
- Identifies potential grant opportunities
- Supports preparation of grant applications
- Prepares donor reports and oversees donor appreciation

General

- Works collaboratively with the Executive Director and other staff to execute strategic priorities established by the Board of Directors regarding fundraising
- Collaborates with other staff on volunteer and donor recognition as required
- Contributes to the development of communications and marketing materials
- Represents CSPA at relevant meetings and events, as required
- Assists with related administrative tasks as required, including maintaining shared drives

Skills & Competencies

- Excellent command of English language
- Bilingual in French desired
- Highly organized with strong project management skills
- Ability to work independently and as part of a team, move projects from conceptual stages to launch, and handle multiple and often competing deadlines
- Adaptability, open-mindedness, willingness to learn
- Self-directed, energetic, analytic, strategic and creative with a high level of initiative
- Excellent team builder, with experience collaborating across internal departments (Communications, Advocacy, Programs, etc.)
- Strong computer skills including familiarity with Microsoft Office applications and databases
- Good knowledge of social media tools and platforms
- Excellent writing skills (articles and reports) and preparing presentations (PowerPoint)

Scope

This is a full-time summer position for 8 weeks (Canada Summer Jobs). A flexible work schedule is permitted; some travel and weekend/evening hours may be required with advance notice.

Accountability

This position reports directly to the Executive Director.

To Apply

Please email the Executive Director at executivedirector@canadianskin.ca by May 15, 2026. Provide your CV and a letter describing your skills, experience and interest in our organization. Please include your contact information with email address (preferred) and phone number where you can be reached.

This position is open to applicants between 15-30 years old and is funded by a grant from the Canada Summer Jobs program. We encourage applicants from diverse backgrounds and who have lived experience of a skin, hair or nail condition.