

Job Posting: Development Officer – Fundraising (Canada Summer Jobs Position)

Organization: Baby's Breath Canada

Location: Remote (Canada-wide applicants welcome)

Position Type: Full-Time Temporary (8 weeks)

Hours: 30 hours per week

Wage: \$17.20/hour

Start Date: Flexible (Summer 2025)

About Baby's Breath:

Baby's Breath is Canada's only national organization focused on sudden and unexpected infant and childhood deaths. We provide education, support, advocacy, and research funding to reduce infant mortality and support grieving families. As a grassroots charity, we are committed to raising awareness and funds to make meaningful change in the lives of families experiencing unimaginable loss.

Position Overview:

Baby's Breath is seeking a passionate and creative **Development Officer – Fundraising** for an 8-week contract position funded by the Canada Summer Jobs program. This is an exciting opportunity for a youth looking to gain hands-on experience in non-profit fundraising, donor relations, and campaign development while making a real impact.

Eligibility:

This position is funded by the Canada Summer Jobs program. To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada;
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Key Responsibilities:

- Support the planning, coordination, and execution of fundraising initiatives and donor campaigns
- Assist in donor stewardship, including preparing thank-you communications and donor recognition materials
- Contribute to the development of grant applications and sponsorship proposals
- Conduct research on prospective donors, corporate partners, and funding opportunities
- Help with content creation for fundraising-focused social media and email campaigns
- Maintain accurate donor and fundraising records
- Assist with planning and promoting virtual events and online fundraisers
- Work collaboratively with the team to support strategic fundraising goals

Qualifications:

- Strong written and verbal communication skills
- Interest in fundraising, marketing, non-profits, or social causes
- Organized, detail-oriented, and able to work independently
- Creative thinker with strong problem-solving skills
- Experience with Canva, Mailchimp, or donor management tools (an asset)
- Passion for supporting bereaved families and making a difference in the community

Why Join Us?

- Gain valuable experience in the non-profit and fundraising sectors
- Work with a supportive and mission-driven team
- Flexible work-from-home position
- Be part of a movement to support families impacted by sudden infant loss

To Apply:

Please send your resume and a brief cover letter outlining your interest in the position to [insert email address] with the subject line “Development Officer – Fundraising Application.”

Applications will be reviewed on a rolling basis until the position is filled.