



Fund Development Assistant

- **Title:** Fund Development Assistant
- **Type:** Full-time contract, June 15 – August 7, 2026 (8 weeks, 35 hours/week)
- **Geography:** Remote (Canada)
- **Reporting to:** Chief Fund Development Officer

Job Description:

The Fund Development Assistant will support Kids Brain Health Foundation's fundraising and donor engagement activities, with a primary focus on the 10th Anniversary fundraising event taking place at the KBH+ Conference 2026. The role offers hands-on experience across event planning, sponsorship and donor development, communications, and research, while building skills in project management, stakeholder engagement, and digital communications.

Key Responsibilities

- Assist with planning and coordinating the 10th Anniversary fundraising event at the 2026 KBH+ Conference
- Support event logistics, including program planning, researching suppliers and preparing planning materials
- Participate in internal planning meetings and maintain accurate documentation
- Support the identification, research, and cultivation of corporate and philanthropic sponsorship prospects
- Prepare donor research profiles and briefing materials
- Draft sponsorship packages, outreach emails, and letters of intent
- Collaborate with the Communications team to develop promotional content for the event and sponsorship campaign
- Gather stories, images, and impact data for event messaging
- Draft thank-you letters, stewardship messages, and donor updates
- Create templates for donor recognition and communications
- Support data clean-up, tracking, and administrative tasks, including scheduling and documentation

- Conduct online research on prospective sponsors, donors, and industry trends
- Provide information to inform sponsorship proposals and fundraising strategies
- Attend internal staff and Foundation Board meetings as appropriate
- Support additional fundraising and event-related tasks as assigned

Skills and Qualifications

- Post-secondary education in Science, Applied Science, Business, or Social Sciences
- Excellent organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines
- Strong written and verbal communication skills
- Meticulous attention to detail and strong problem-solving skills
- Experience with online research;
- Ability to work independently and manage tasks under remote supervision
- Comfort collaborating across a distributed team
- Proficiency with Microsoft Office Suite and a willingness to learn new digital tools
- Familiarity with AI tools to support day-to-day tasks
- A proactive, detail-oriented, and solutions-focused approach

Apply here: <https://form.jotform.com/261055672950257>

Funding and Eligibility

This role is funded by the Government of Canada's [Canada Summer Jobs](#) program. To be eligible to apply, you must:

- Be between 15 and 30 years old on the job's start date
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada

Please note that international students and other temporary residents of Canada are not eligible for this position.