



Last updated: January 2024

Job Title

Intern, Foundations and Corporate Partnerships

Impact Statement

The intern will provide day-to-day support to the Foundations and Corporate Partnerships team with various data entry and administrative tasks, and contribute to content development, donor stewardship and prospecting, and fundraising campaigns. The intern will have the opportunity to deepen their knowledge and experience in corporate and foundations fundraising as well as their experience within an effective not-for-profit/international organization.

For more information about giving at MSF Canada visit our website.

Key Responsibilities

- **Content Development**
 - Support the development of foundation applications, proposals and reports
 - Support the development of content for corporate and workplace giving campaigns
- **Data Administration**
 - Assist in the maintenance and updating of donor records on the CRM, including donor outreach, meetings and event attendance
 - Support the transfer and reconciliation of workplace giving donor data into the CRM
- **Donor Stewardship Administration**
 - Support with stewardship actions for donors, including preparing mail merge files, event invitations and acknowledgement letters
- **Donor Prospecting**
 - Support prospect pipeline management and outreach activities
- **Campaign Management**
 - Support the creation and updating of corporate and workplace giving campaign landing and donation pages

** Shadow days with various members of the Foundations and Corporate Partnerships team, other members of the larger Fundraising Department, or within MSF Canada at large, will be

organized to support the intern in further developing depth of knowledge and experience.

Job-Specific Competencies

- **Impactful Communication:** Demonstrated interpersonal, written and verbal communications skills; ability to develop relevant, person-centered, MSF branded content
- **Donor Customer Service:** Ability to meet donors' needs in a timely and effective manner
- **Detail-Oriented:** Ability to notice small details in donor records and communications
- **Learning Mindset:** Ability to take initiative and seek out answers and new information in a changing environment
- **Data and Record Management:** Ability to use tools to manage and track donor records; ability to compile simple and repetitive reports; ability to create simple systems to manage files and tasks

Core Competencies

- **Commitment to MSF's Principles;** Proficiency Level 1: *Demonstrates knowledge and accepts MSF's principles*
- **Cross-cultural Awareness;** Proficiency Level 2: *Recognizes and respects different points of view*
- **Planning and Organizing;** Proficiency Level 2: *Is proactive regarding planning and organizing their job area*
- **Results and Quality Orientation;** Proficiency Level 1: *Performs their work*
- **Teamwork and Cooperation;** Proficiency level 2: *Acknowledges the importance of teamwork and cooperation*

Knowledge and Experience

- Professional or volunteer experience, or relevant training, in the fields of Fundraising, Corporate Development, Non-Profit Management, or communications and engagement
- Familiarity with or interest in the Humanitarian or International Development sectors
- Experience or familiarity with Raiser's Edge, Salesforce or an equivalent CRM is an asset
- Knowledge of the Canadian philanthropy landscape is an asset

Education, Certifications, and Languages

- Recent graduate, actively working towards a degree in, or a combination of education and experience in a field related to Fundraising/Philanthropy, Corporate Development, Non-Profit Management
- Fluency in written and spoken English
- Working knowledge of written and spoken French is an asset

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), some weekends and evenings may be required.

- Flexible work hours and hybrid work model: minimum **2 days/week in office**
- The office environment is open concept and workspace is shared with colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor
- Work requires long hours in front of a computer/laptop screen

Job Information

Position Level: Intern

Department: Fundraising / Philanthropy / Foundations and Corporate Partnerships

Position Status: Temporary, 6-month contract

Activity Rate: 100%, 37.5 hours per week

Location: Montreal or Toronto

Remuneration: \$21.83 per hour

Status: Must be legally authorized to work in Canada

Relocation: MSF Canada is not in the position to support relocation or a work permit process for anyone outside of Canada.

Benefits: Benefits include flexible work hours, employee assistance program (EAP), vacation days, sick days, and floater days, and a positive and innovative office culture grounded in our core values of humanity, integrity, and results.

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health.

Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.