

MEAL EXCHANGE

JOB TITLE: Meal Exchange Individual Giving and Student Engagement Coordinator

ANTICIPATED START DATE: June 2018

LOCATION: Toronto, Ontario

Position Overview

Meal Exchange is looking for a passionate and dedicated student to join us as the Meal Exchange Individual Giving and Student Engagement Coordinator this summer. The Meal Exchange Individual Giving and Student Engagement Coordinator will work with the national network and office to enhance the impact and potential of Meal Exchange. Days will be dynamic, from connecting with our individual and monthly donors and helping to develop our peer-to-peer fundraising strategy for our Trick or Eat Campaign to working with our diverse staff team. This is an opportunity to build upon your skills with an established national organization with a young staff, large stakeholder network, and innovative projects.

Major Responsibilities

The Meal Exchange Individual Giving and Student Engagement Coordinator must demonstrate their passion for connecting with individuals and encouraging them to give. The Coordinator will help to develop our giving strategy for Meal Exchange's best-known event, Trick or Eat, which takes place in over 100 communities across Canada and engages over 100,000 individuals to contribute to their community on Halloween night. This position requires a passion for high-level visioning and at the same time, the ability to pay attention to detail.

The Meal Exchange Individual Giving and Student Engagement Coordinator will:

- Connect with students, peer organizations, monthly donors and Meal Exchange alumni to inform our individual giving strategy
- Develop a peer-to-peer fundraising strategy in partnership with Meal Exchange's national team and fundraising volunteer mentors
- Update our peer-to-peer fundraising platform
- Update resources to support students to fundraise for Trick or Eat
- Connect with major sponsors to discuss donation matching opportunities
- Write blogs and newsletter content to engage individual donors
- Identify opportunities to enhance day-of-event experiences of Trick or Eat
- Support administrative duties including office supply management, filing and CRM database management
- Support students to help find funding on campus
- Other duties as assigned

Desired Attributes:

- Events and fundraising experience
- Participation in a peer-to-peer fundraiser (e.g. run, walk, bike)
- Passion for strategy and goal-setting
- Highly organized with strong attention to detail
- Confidence managing multiple projects and deadlines independently
- Comfortable developing and maintaining relationships with different stakeholders
- Strong writing and spoken communication skills
- Comfortable using database tools to manage relationships (CRM)
- Interest in online peer to peer tools (i.e. Frontstream or Canada Helps)
- Experience with administrative duties

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About Meal Exchange

Meal Exchange is a national registered charity that empowers post-secondary students to take an active role in improving their local food system. Through research, educational activities and connecting with campus and community stakeholders, our programs support post-secondary students to build more just and sustainable food systems on campuses and with local communities.

Our vision is a country where everyone has access to affordable, healthy, sustainable and socially just food. Our national office, based in Toronto, provides support, resources and mentorship to students on 40 campuses across Canada.

HOURS:

- 37.5 hours/week for 8-12 weeks [exact hours dependent on Canada Summer Jobs Funding]

WAGE:

- \$14.00/hour [dependent on Canada Summer Jobs Funding]

Please send a Cover Letter and CV to summer@mealexchange.com with the subject “**application for Individual Giving and Student Engagement Coordinator, first and last name**”. Applications will be received on a rolling basis. *Final deadline is May 1 2018*

Funding for this position is available for students returning to postsecondary school in the fall of 2018, under the age of 30 and eligible to work in Canada.

Meal Exchange is committed to having a team that reflects the diversity of the issues and communities we work with. We welcome the wide range of experiences and viewpoints that researchers may bring, including those based on race, ethnicity, sexual orientation, gender identity and expression, ability, age and religion. We welcome both lived and academic experience, and encourage applicants to note this in their application. In our inclusive workplace, we work to assure everyone the right of equitable, fair, and respectful treatment.