



ADMINISTRATIVE ASSISTANT - DEVELOPMENT (SUMMER 2022)

Lay-Up Youth Basketball is a cost-free program centred on the culture of basketball designed to develop the skills kids need on and off the court. Lay-Up provides evidence-based basketball and development programs in Toronto's Neighbourhood Improvement Areas and has been operating since 2013. To facilitate our program, we work closely with partners like Nike and Canada Basketball.

For more information on programming and our vision, visit Lay-Up's website (www.layup.ca) & Instagram (@layup_basketball).

Overview

The Administrative Assistant (Development Assistant) will report to and work closely through a mentorship relationship with the Director of Development to advance Lay-Up's fundraising efforts. Key responsibilities include processing donations, database management, prospect research, donor cultivation, solicitation and stewardship efforts, and other departmental support as needed.

Tasks and Responsibilities

- Process donations received online and via mail (digital skills).
- Perform donor stewardship duties including preparing all acknowledgment letters, tax receipts, and other donor correspondence, answering donor questions regarding their tax receipts, etc. (client service, communication, leadership).
- Support database management for the development department, including performing data entry and management for donations, donor information, grant information, reporting, etc. Knowledge of Salesforce and Google Drive (teamwork, communication, digital skills)
- Perform research and present summary information on grants and other funding opportunities (communication, digital skills, leadership).
- In collaboration with the Director of Development, prepare grant applications, proposals and reports for funding partners and donors (teamwork, communication, digital skills, leadership).
- Provide support for events and external meetings, including assembling prospect/donor kit and other support as required (communication, digital skills, leadership).
- Perform administrative tasks as needed, prepare and distribute notices, agendas, minutes, etc.; prepare materials for distribution. (i.e. copying, filing, mailing, e-mailing).

Desired Start Date: May 24th, 2022 (8 weeks)

Hourly Rate: \$17.50

Hours per week: 35 hours

Location: This position will be a combination of remote work/in-person at Lay-Up office (501-130 Queens Quay East).

For questions, please contact **Heini Davies**, Director of Development at heini@layup.ca or basketball@layup.ca.