



UNIVERSITY OF CALGARY
WERKLUND SCHOOL OF EDUCATION



Summer Research Internship

Think for Actions and Werklund School of Education, University of Calgary
Funded by Canada Summer Job 2018

Summer Project Manager

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|---|---|------------------|---|
| Job Title: | Campaign Funding Manager | Job Category: | Program Implementation |
| Department/Group: | Funding | Job Code/ Req#: | TFAF |
| Location: | Education Block Tower, Room 291 Werklund School of Education, University of Calgary 2750 University Way NW | Travel Required: | Within the city |
| Level/Salary Range: | TBD | Position Type: | [i.e.: full-time, part-time, job share, contract, intern] |
| Supervisor Contact: | Dr. Shirley Steinberg Dr. Mukarram Zaidi | Date posted: | May 1, 2018 |
| Will Train Applicant(s): | Yes | Posting Expires: | Until filled |
| External posting URL: | www.thinkforactions.com | | |
| Applications Accepted By: | | | |
| E-MAIL: summer.research@thinkforactions.com Subject Line: Resume for [TFA- Summer Job] Project Manager Attention: Project Lead - Dr. Shirley Steinberg and Dr. Mukarram Zaidi | | | |

Job Description

ROLE AND RESPONSIBILITIES

Responsibilities include

- Overall campaign management and organization including campaign strategy
- Researching and identifying prospect campaign strategies
- Scheduling meetings, preparing talking points, and meeting with potential sponsors
- Overseeing acknowledgement of all campaign gifts and pledges and preparation of pledge payment reminders
- Writing all campaign correspondence including solicitation proposals
- Organizing and executing an online fundraising campaign in collaboration with marketing team
- Research Grants and forward the Think for Actions Grant Proposal.

QUALIFICATIONS AND COMMITMENT REQUIREMENTS

- Our number one priority in identifying candidates as managers is intention. Intention drives motivation. We are looking for individuals who are highly motivated, passionate about the future of our youth, and able to make a firm commitment to accept responsibility to implement this program across the city.
- Grant application experience, funding application experience and report writing are an asset.
- The candidate should also have experience working in a team environment. The candidate should also have a basic understanding of Islam, relative to the program he/she is running.

ADDITIONAL NOTES

For Office Use Only

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| Offered By: | Click here to enter text. | Date: | Click here to enter a date. |
| Accepted By: | Click here to enter text. | Date: | Click here to enter a date. |
| Approved By: | Click here to enter text. | Date/Time: | Click here to enter text. |