

The Council of Islamic Guidance

510 Concession 3 Rd, Pickering, Ontario, L1X 2R4, Canada



Job Title: Fundraising and Finance Intern

About us

The Council of Islamic Guidance is seeking a Fundraising and Finance Intern with a keen interest in finance and a passion for community work. This unique opportunity is ideal for a dedicated individual looking to gain hands-on experience in fundraising and finance within a religious nonprofit setting.

Key Responsibilities

1. Assist with fundraising efforts, including donor research, grant writing, and event planning.
2. Support financial operations by assisting with budgeting, forecasting, and financial reporting tasks.
3. Maintain accurate records of donations and grants to ensure compliance and transparency.
4. Contribute to the development and implementation of effective fundraising strategies and campaigns.
5. Collaborate with the outreach team to promote fundraising events and initiatives.
6. Participate in meetings with potential donors and sponsors, representing the mosque with professionalism and enthusiasm.
7. Assist in the preparation of financial statements and reports, contributing to the financial transparency of our operations.
8. Contribute to our community effort by accomplishing related results as needed.

Qualifications

1. Currently enrolled in a Business, Finance, Nonprofit Management, or related degree program.
2. Demonstrated interest in fundraising, finance, and the nonprofit sector.
3. Excellent written and verbal communication skills.
4. Strong organizational and planning skills.
5. Proficiency in MS Office, especially Excel.
6. Attention to detail and problem-solving skills.
7. Ability to work independently and as part of a team.

The Council of Islamic Guidance invites applications. As an organization serving the needs of its membership and the wider community, we take pride in our commitment to our members. We hold a strong belief in creating opportunities within our community, and thus, encourage applications from members of our organization.

Should you not currently be a member but are interested in this position, we welcome you to apply for membership at the time of your application. This enables you to participate fully in our community and to be eligible for employment opportunities such as this. Interested candidates are requested to submit their resume, along with a cover letter detailing their relevant experience and interest in the role. Applications will be accepted until the position is filled.

How to Apply

Thank you for considering a career at The Council of Islamic Guidance. To apply for this position, please take a minute to fill out the following form:

<https://forms.gle/5T16gk5dewwQR2PQ7>

Please note that only shortlisted candidates will be contacted.

The Council of Islamic Guidance thanks you for your interest.