



Role: Development Intern

Reports: National Director of Development

About NEXT Canada:

NEXT Canada's mission is to increase national prosperity by providing an ecosystem to support the country's most exceptional entrepreneurs and innovators. We believe in founder development – a unique blend of mentorship, education and networking that inspires driven Canadians to disrupt industries and build globally relevant companies. We believe that harnessing the potential of big thinking Canadians is key to success on a global stage. NEXT Canada delivers three programs: Next 36, NextAI and Next Founders.

The Opportunity

NEXT Canada is seeking a highly organized, motivated and efficient intern to join a team of eight staff, and a growing network of mentors, advisors, volunteers and donors. The individual will support the National Director of Development, taking responsibility for elements of the organization's event administration, donor prospecting and research, database management, social media, scheduling and other tasks as required.

The role is based in the NEXT Canada offices in downtown Toronto. The ideal candidate is a university or college student who is a Canadian citizen or Permanent Resident. This is a full-time opportunity, running from May to August 2017.

The role offers the opportunity to participate in the activities of a unique education organization, gaining exposure to the marketing, fundraising, events, networking and academic components of NEXT Canada and its programs. You will contribute to the execution of Next 36, Next Founders and NextAI programs while being offered access to world-class education and participation in the NEXT Canada community.

Responsibilities:

- Conducts research and prepares bios on alumni, prospects, donors, corporate partners, mentors, etc.
- Responsible for assisting in the organization of summer alumni events
- Supports Development Associate with database management
- Supports Development Associate with the collection of venture data
- Supports Director, Marketing & Communications with event logistics (bio packages, scheduling, nametags, mailings, etc.)
- Assists with content creation for social media initiatives pertaining to Corporate Partner activities
- Manages RSVPs for events through general email inbox
- Additional responsibilities as assigned

Preferred Candidate Specifications:

- Proficiency in MS Office Applications, particularly Word, Excel and PowerPoint
- Strong internet research skills
- Experience with databases an asset
- Experience with event management an asset
- Experience with e-newsletter platforms (eg. Mailchimp) and event registration software (eg. Eventbrite, Celebrations, Picatic) an asset
- Excellent written and oral communication skills

Personal Qualities:

- Good multi-tasker
- Highly organized and detail oriented
- Sound judgment and discretion
- A flexible and cooperative team player
- Effective under pressure
- Keen to work in a dynamic and ambitious organization as a key member of a small team

Qualified and interested candidates are encouraged to submit their c.v. and cover letter by March 12th to Sarah Legault at careers@nextcanada.com.

NEXT Canada thanks all candidates for their applications. Only candidates selected for interview will be contacted.