



Job Posting – Development Assistant

Eagles Nest is looking for an individual to join our team as our *Development Assistant*. Along with experience in fundraising and events, this individual needs to align with our values and be passionate about working for an organization committed to making a difference in the lives of others.

For over 20 years, Eagles Nest has been a beacon of hope, healing, and resilience in our community. As a registered charity, we provide accessible, affordable mental health services to individuals and families across the Hamilton and Halton regions. Rooted in compassion, love, inclusion, and integrity, we offer therapy, coaching, and support programs that empower people of all ages to build healthy relationships, develop self-worth, and navigate life's challenges. Eagles Nest welcomes everyone for who they are, without regard to religion, ethnicity, race, gender or sexuality.

To sustain these programs, Eagles Nest operates Rescued & Restored, a 6,000-square-foot thrift store in Freelon. The store generates essential funding for our mental health services by selling donated household goods, furniture, clothing, and other items. It also strengthens community connection by offering meaningful volunteer opportunities and supporting environmental stewardship through the reuse and recycling of donated items.

Job Description:

The *Development Assistant* will work closely with the Executive Director to support Eagles Nest's fundraising, donor relations, and community engagement initiatives, including planning and coordinating events.

Responsibilities:

- Assist in donor stewardship, including recognition programs, impact reporting, and relations
- Collaborate with the marketing and communications team to create promotional materials for fundraising events
- Track fundraising performance metrics and prepare reports to evaluate campaign effectiveness
- Research and identify new funding opportunities
- Manage logistics for fundraising events, including venue selection, vendor coordination, and volunteer support
- Ensure compliance with relevant fundraising regulations, policies, and best practices
- Represent the organization at community events and public engagements to promote awareness and support
- Develop and maintain strong relationships with sponsors, ensuring their contributions are recognized and valued
- Work in collaboration with the Executive Director to develop strategies and initiatives that promote revenue growth for the organization's programs

Qualifications:

- Post-secondary education in nonprofit management, communications, marketing, business, or a related field preferred
- Previous experience in fundraising, event coordination, donor relations, or community engagement is an asset
- Strong organizational skills with excellent attention to detail
- Excellent interpersonal and communication skills, both written and verbal
- Ability to work collaboratively with team members, volunteers, donors, sponsors, and community partners
- Proficiency in Microsoft 365 Applications and familiarity with fundraising databases or CRM systems is an advantage
- Demonstrated ability to manage multiple projects and deadlines effectively
- Ability to represent the organization professionally at public and community events
- Knowledge of fundraising regulations, policies, and best practices is a plus
- Flexibility to work occasional evenings or weekends as required for events
- Passion for mental health advocacy and community engagement is highly desirable
- Reliable transportation

Start Date: January 2026

Hours: min of 21 hours per week

Location: Hybrid Opportunity

To apply: Submit a cover letter and resume to careers@eaglesnestwaterdown.ca. We thank all applicants for their interest; however, we will only be contacting those selected for an interview.