



**Fouray
Foundation**

*Fouray Foundation
CA: 825 Boulevard Lebourgneuf
Québec, QC G2J 0B9
US: 1710 National Ave, Helena, MT
59601
www.fouray.net*

JOB DESCRIPTION

JOB TITLE: FUNDRAISING ASSISTANT

This is 100% Remote Job In your city

Full-time basis: 9 am - 5 pm (fixed working hours)

Part-time basis: 20 hours per week (flexible working hours)

Full-time basis: \$ 2,000 / biweekly

Part-time basis: \$ 1,000 / biweekly

Plus a bonus for every donation. The bonus depends on the size of the donation.

Overview

As a non-profit organization, we rely on philanthropy to expand access to care, enhance our patients' experience, enable innovation and improve health outcomes. The Fouray Foundation seeks a dynamic and effective Fundraising Assistant whom will report to the Senior Manager.

The daily tasks of the Fundraising Assistant will look like writing content for our projects, to encourage potential donors to donate funds, write a donation request letter, accept donations and buy medicines and equipment for our ongoing projects.

Principal Duties and Responsibilities

- Assist in writing requests to potential donors with a request for donation, project ideas and project proposals and ensure their timely submission
- Undertake independent research in finding alternative resources for long-term sustainability of the Foundation

- Improve and develop communications material for the organization such as brochure, website, annual report, posters etc.
- Provide support to a range of fundraising and promotional events – including planning, logistics and on-the-day support
- Process one-off and regular donations from donors both online and offline sources ensuring procedures are followed;
- Payment through bank payments and cryptocurrency for medicines and medical equipment for the needs of the Foundation from donations received
- Suggest other innovative ideas for effective resource mobilization

Required Skills

- High school diploma or equivalent required
- Excellent verbal and communication skills
- Strong organizational skills
- An interest in improving the lives of others
- Prior fundraising experience (preferred)
- Digital communications
- Internet access and computer from home
- Travel within the city, approximately 20-30%

Benefits

- Health and Dental Insurance
- Paid vacation
- Flexible working hours



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EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT dated this ____ of _____, 2020.

BETWEEN:

FOURAY FOUNDATION of 825 Boulevard Lebourgneuf, Québec, QC G2J 0B9
(the “Employer”)
OF THE FIRST PART

AND

Employee Full Name of _____
(the “Employee”) Address of the Employee’s actual place of residence
OF THE SECOND PART

POSITION TITLE:

Fundraising Assistant

EMPLOYMENT:

The Employee agrees that will at all times faithfully, industriously, and to the best of skill, ability, experience and talents, perform all of the duties required of position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time.

AGREEMENTS:

For the reasons set forth above, and in consideration of the mutual agreements set forth below, the parties agree as follows:

PLACE OF WORK:

This is a permanent remote position. The place of work of the Employee will be considered the address of the actual place of residence.

EMPLOYEE COMPENSATION:

Full-time basis: \$ 1,000 / per week

Part-time basis: \$ 500 / per week

Salary is paid every two weeks by direct deposit. This amount is the net amount payable to employee's bank account after deduction of all taxes. Employer will issue T4 to Employee for the duration of work or annual basis as per CRA guidelines/norms.

The bonus for each donation received will be paid immediately.

Expenses related to the performance of work duties and necessary travel must be paid to the employee together with salary every two weeks, after the receipt of the relevant receipts.

The monthly cell phone and home line internet connection charges will be reimbursed to Employee as per the actual bill of service provider. Employee will submit the electronic copy of monthly bill to reporting manager / head office for payment process.

Any group business activity related travel/lodging/boarding/transportation for private usages/gas for own transport usages for office /office consumable supplies (at home printer - paper /printer ink/internet connection bill etc) or any other expenditure related to group business activities will be reimbursed as per prior approved cost by reporting manager/director.

WORKING HOURS:

Full-time basis: 9 am - 5 pm

Full time basis: 40 hours per week if any additional hours worked or task completed in weekend/holiday will be paid at special rate.

Part-time basis: 20 hours per week

Specify for flexible working hours:

Monday -

Tuesday -

Wednesday -

Thursday -

Friday -

POSITION TITLE:

As a Fundraising Assistant, the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner:

- (a) - Assist in writing requests to potential donors with a request for donation, project ideas and project proposals and ensure their timely submission;
- (b) - Undertake independent research in finding alternative resources for long-term sustainability of the Foundation;
- (c) - Improve and develop communications material for the organization such as brochure, website, annual report, posters etc.;
- (d) - Provide support to a range of fundraising and promotional events – including planning, logistics and on-the-day support;
- (e) - Process one-off and regular donations from donors both online and offline sources ensuring procedures are followed;
- (f) - Payment through bank payments and cryptocurrency for medicines and medical equipment for the needs of the Foundation from donations received;
- (g) - Suggest other innovative ideas for effective resource mobilization.

VACATION:

The Employee will be entitled to four weeks of paid vacation each year during the term of this Contract.

The times and dates for any vacation will be determined by mutual agreement between the Employer and the Employee.

Upon termination of employment, the Employer will compensate the Employee for any accrued but unused vacation.

SICKNESS:

If the Employee is unable to come to work because of illness, then they must let the Employer know as soon as possible so that other arrangements can be made. The only payment for sick leave will be Statutory Sick Pay according to the regulations, which will be provided the Employee follows these procedures:

- (a) - Inform the employer as soon as the Employee knows they will not be able to get to work, and in any event at least 1 hour before the start of the shift.
- (b) - If the Employee is off sick for more than 3 days, the Employee must complete a form Medical Certificate for Employment Insurance Sickness Benefits, and submit to the Employer.
- (c) - The Employee will be required to provide a Medical Certificate if the Employee is absent through sickness for more than seven days.

BENEFITS:

- (a) - The Employer shall at its expense provide the Employee with the Health Plan. For prescription drugs, 70% reimbursement for first \$ 7,000 and 100% reimbursement for next \$93,000 of annual eligible expenses; 100% reimbursement for supplemental healthcare. 100% reimbursement for paramedical practitioner services up to \$ 300 per year, per practitioner. 100% reimbursement for vision care up to a \$ 150 maximum every 2 years; Emergency travel medical for the first 60 days of a trip and \$ 1 million lifetime maximum on emergency travel medical claims; Optional preventive dental and semi-private hospital room coverage.
- (b) - The Employer will provide the electronic gadgets like cell phone, laptop etc for the group business purpose. In addition app/program for office usages will be installed by the group IT team from the company business account - MS office/Excel/Outlook / PDF converter (Nitro etc) along with other specific program for database , reporting procedure , access to drive to upload documents in central respiratory for access of all employees. Employee will ensure the integrity of all equipment issued by the group and obliged to comply with data protection policy and confidentiality along with other norms of the of group. In the event of termination of employment by any party employee must return the equipment to company in good condition.
- (c) - The terms of this section come into effect 2 weeks after the conclusion of the Contract.

EXPIRATION OF CONTRACT:

This contract is perpetual. The Contract may be terminated at the request of either party if the other party is notified at least one week in advance of its intention to terminate the Contract.

If the Employee terminates the Contract without prior notice, the Company has the right not to pay the employee wages for the last two weeks and compensation for unused vacation.

If the Company terminates the Contract without prior notice, the Employee has the right to receive a salary equal to 2 months and compensation for unused vacation.

This Contract can be terminated immediately only if one of the parties violated the terms of the contract.

TERMINATION OF EMPLOYMENT:

- (a) - Where there is just cause for termination, the Employer may terminate the Employees employment without notice, as permitted by law.
- (b) - The Employee and the Employer agree that reasonable and sufficient notice of termination of employment by the Employer is the greater of one (1) week or any minimum notice required by law.
- (c) - If the Employee wishes to terminate this employment with the Employer, the Employee will provide the Employer with the greater of one (1) week and the minimum required by law.
- (d) - The Termination Date specified by either the Employee or the Employer may expire on any day of the month and upon the Termination Date the Employer will forthwith pay to the Employee any outstanding portion of the compensation including any accrued vacation and banked time, if any, calculated to the Termination Date.
- (e) - Once notice has been given by either party for any reason, the Employee and the Employer agree to execute their duties and obligations under this Contract diligently and in good faith through to the end of the notice period. The Employer may not make any changes to compensation or any other term or condition of this Contract between the time termination notice is given through to the end of the notice period.
- (f) - In the event of termination of the Contract during the probation period, the Employee is entitled to receive severance packages.

GENERAL PROVISIONS:

- (a) - No failure or delay by either party to this Contract in exercising any power, right or privilege provided in this Contract will operate as a waiver, nor will any single or partial exercise of such rights, powers or privileges preclude any further exercise of them or the exercise of any other right, power or privilege provided in this Contract.
- (b) - If, at the time of execution of this Contract, there is a pre-existing employment agreement still in effect between the parties to this Contract, then in consideration of and as a condition of the parties entering into this Contract and other valuable consideration, the receipt and sufficiency of which consideration is acknowledged, this Contract will supersede any and all pre-existing employment agreements between the Employer and the Employee. Any duties, obligations and liabilities still in effect from any pre-existing employment agreement are void and no longer enforceable after execution of this Contract.
- (c) - This Contract constitutes the entire agreement between the parties and there are no further items or provisions, either oral or written. The parties to this Contract stipulate that neither of them has made any representations with respect to the subject matter of this Contract except such representations as are specifically set forth in this Contract.
- (d) - Any breach to the Contract clause be dealt in line with group policy and federal law in Canada.

(Employee Name)

(Employee Signature)

Logistilla Dupéré
(Employer Name)



(Employer Signature)



Payroll Direct Deposit Authorization Form

This form provides account information in place of a voided cheque and is used when arranging direct deposits or pre-authorized payments. For use in Canada only.

To:

(INSERT NAME OF YOUR EMPLOYER)

Employee Information

EMPLOYEE NAME		TEL. NO.
ADDRESS		
CITY	PROVINCE	POSTAL CODE
EMPLOYEE NUMBER (IF APPLICABLE)	DEPARTMENT (IF APPLICABLE)	

Employee Bank Account Information

INSTITUTION	NUMBER	12 DIGIT ACCOUNT NUMBER	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Company Processing Instructions</i> ▶		Enter as TRANSIT No.	Enter as ACCOUNT No.
BRANCH ADDRESS			

By signing below, I request my payroll to be directly deposited to my account indicated above

Authorized by:

SIGNATURE

DATE