



Internship Opportunity

Philanthropic Development Support Officer

Internship duration: 8 weeks, full-time (35 hours per week) Location: Montreal
(remote work 2 days/week)

Salary: \$16.60/hour

Language: Bilingual (French and English)

Internship start date: June 15, 2026

About Humanity & Inclusion Canada

Humanité & Inclusion Canada is an international solidarity organization working alongside vulnerable populations, particularly people with disabilities, in contexts of poverty, conflict, and disaster. Through its work in inclusive development, humanitarian action, and civilian protection, HI takes action and advocates to meet their basic needs, improve their living conditions, and promote respect for their dignity and fundamental rights.

Internship Description

Under the supervision of the Philanthropic Development team and in close collaboration with the Communications team, the intern will provide cross-functional support for private fundraising activities. In a dynamic and collaborative environment, they will actively contribute to mobilizing financial resources, building donor loyalty, and engaging in philanthropic outreach and communication activities.

Main tasks and responsibilities

1. Philanthropic Prospecting and Strategic Monitoring

- Conduct targeted research to identify new prospects, particularly individuals with the capacity to make major gifts;
- Use various prospecting tools and databases to support the identification of potential partners;
- Help update and organize information related to philanthropic prospects and partners.



2. Support for donor relations and fundraising activities

- Assist in drafting personalized communications for donors and partners;
- Prepare bilingual project summaries and presentation materials for external use;
- Help prepare impact reports highlighting the results of supported projects;
- Handle the mailing and follow-up of certain documents intended for donors;

3. Support for the implementation of the planned giving program

- Help develop and update communication tools designed to promote planned giving (brochures, fact sheets, web content, newsletters, etc.);
- Support the preparation of awareness-raising content on the various forms of planned giving
- Participate in the creation of prospect lists and follow-up related to planned giving initiatives;
- Help prepare presentations and informational materials related to the planned giving program;

Required Skills and Qualifications

Education

Bachelor's or master's degree in philanthropy, communications, public relations, administration, international development, or a related field.

Skills

- Excellent written and oral communication skills in French and English;
- Excellent writing and summarization skills;
- Proficiency in computer and office software;
- Knowledge of or familiarity with tools such as Canva and Mailchimp;
- Strong interest in philanthropy, international solidarity, and humanitarian issues.

Personal Qualities

- Attention to detail and thoroughness;
- Organizational skills and the ability to manage multiple projects simultaneously;
- Initiative and independence;
- Adaptability and flexibility;
- Ability to work independently as well as in a team;
- Strong interpersonal skills and professionalism.

Eligibility Requirements

The candidate must be a permanent resident or Canadian citizen.



To apply

Please send your resume and a cover letter by **May 29, 2026**, to the following email address:

 jobs@canada.hi.org

We view diversity as a true asset and encourage women, Indigenous people, visible minorities, ethnic minorities, and people with disabilities to apply.

Only candidates selected for an interview will be contacted.

For more information, visit:

[Humanity & Inclusion Canada](#)