

JOB OPPORTUNITY: Fundraising Coordinator, Community Giving, Events and Stewardship

HOURS OF WORK: 37.5 per week

SALARY: \$59,372.00 to \$69,057.00 per annum

Community Living Toronto fosters inclusive communities by supporting the rights and choices of people with an intellectual disability. Our vision is a society where everyone belongs and is valued. As one of the largest developmental service agencies of its kind in North America, Community Living Toronto offers supports to over 4,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS: Bachelor's degree or College diploma in Fundraising, Event Management, Business Administration, Communications, Marketing, or other related discipline. Working towards a certification or designation such as the CFRE (Certified Fund-Raising Executive) is considered an asset. A minimum 3 - 5 years of relevant experience in the areas of special event fundraising, donor relations, stewardship, recognition, and annual giving. Demonstrated ability to function as a leader and mentor, providing support to staff and volunteers. Demonstrated knowledge of fundraising and sponsorship trends and strategies.

JOB SUMMARY: The Fundraising Coordinator, Community Giving, Events and Stewardship is a multifaceted position with key responsibilities for community giving and event logistics and planning, gift solicitation and acquisition, and leading recognition and stewardship programs. As a key contact for donors, stakeholders, community and service groups and sponsors, this position is customer service driven and supports donor and stakeholder communications and stewardship and recognition programs. The role leads community giving tactics to engage service and employee groups, CLTO friends, families, volunteers, and vendors in fundraising. In addition, this position leads the planning and logistics for community and major fundraising events such as the Annual Family Fun Fair and Community Rocks. This position is responsible for developing, oversight and monitoring of all stewardship and recognition programs and events. Including leading the regular review of Donor Recognition and Stewardship policies and procedures. The position also coordinates all aspects of CLTO's granting programs and supports the development and writing of impact stories for marketing, web, and donor impact publications.

RESPONSIBILITIES (but not limited to):

Community Giving: Researches and leads community giving tactics to engage service clubs, employee groups, CLTO friends and families and CLTO vendors in fundraising

Event Planning, Logistics and Marketing: Leads the planning of all community and recognition events including budget development, logistical planning for online or in person events, entertainment, and budgeting.

Donor and Prospect Research: Supports team in the identification of new cash and in-kind corporate sponsorship prospects for CLTO fundraising events

Proposal Development and Outreach: Drafts proposals and outreach materials for Community Groups, Service Clubs and Employee Groups for engagement and event participation. Solicitation and Acquisition. Responsible for the solicitation and acquisition of gift-in-kind donations.

Relationship Management, Stewardship and Recognition: Drafts recognition, thank you and gift confirmation letters and reports attached to this portfolio. Manages relationships with donors, event participants, volunteers, and community partners by ensuring stewardship strategies are in place and personalized. Granting Programs and Donor Impact Story Development. Leads the application process for CLTO's Choices that can Change Lives Fund, Nadine Dee Chiu Fund, Shadow Lake Camp Subsidy Program and Brent Becygneul Bursary.

Candidates must pass a medical and be free of contagious disease in accordance with applicable regulatory requirements and maintain appropriate immunizations, including providing proof of full vaccination against COVID-19 (including any recommended boosters/additional doses), subject to required human rights accommodation. Should a candidate be unable to vaccinate for bona fide human rights related reasons as protected by the Ontario Human Rights Code, Community Living Toronto will assess whether accommodation is possible without undue hardship based on the obligations of this position.

TO APPLY: Send an up-to-date resume and cover letter to careers@cltoronto.ca, quoting the job posting number in the subject line.

When required, accommodations for disabilities will be provided, on request.

By submitting your application, you confirm that the information included is accurate and true. Misrepresentation or omission of facts in connection with your application may be sufficient cause for dismissal.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be interviewed.