



TITLE: Coordinator, Campaigns
REPORTS TO: Director, Campaigns
DETAILS: Full-time, salaried
APPLICATION DEADLINE: June 9, 2024
LOCATION: The Toronto Reference Library at 789 Yonge Street.
Foundation team members currently operate within a hybrid work schedule
Hiring Salary Range: \$45,000 - \$55,000. Salary will be commensurate with experience.
Eligible for additional compensation in annual performance bonus. Employer also matches, in part, contributions made to a defined-benefit pension.

Role Summary

The Coordinator, Campaigns provides key contributions to Toronto Public Library Foundation's (TPLF's) fundraising efforts at the major gift level (\$25K+), including prospect research, donor correspondence, and volunteer support. This newly created role will give the right candidate an exciting opportunity to contribute to a new comprehensive fundraising campaign and join a strong and ambitious fundraising team.

About Toronto Public Library Foundation

TPLF was established in 1997 as a charity to support the world's busiest urban public library system – Toronto Public Library. Funds raised support life-changing programs, services, spaces, and collections at the Library's 100 branches and beyond. Since its inception, TPLF has raised over \$100 million. To learn more about the Toronto Public Library Foundation, visit tplfoundation.ca. To learn more about Toronto Public Library, visit tpl.ca.

KEY RESPONSIBILITIES:

Prospect Research and Data Management

- Conduct thorough and accurate prospect research to inform campaign strategies and fundraising activities;
- Prepare research and briefing notes for senior staff and volunteers, ensuring fundraisers are well-prepared for meetings and campaign-related activities;
- Track and log fundraising-related data, activities, and outreach in the donor database;
- Coordinate and track the pledge and gift commitment process, as well as campaign-related expenses, ensuring accurate coding and filing;
- Work with the Director, Campaigns to ensure that appropriate gift acknowledgment, recognition, and stewardship activities are delivered;
- Work with the Donor Database Manager to prepare reports, including donor lists, revenue updates, and fundraising activity reports.

Toronto Public Library Foundation
789 Yonge Street
Toronto, Ontario M4W 2G8

tplfoundation.ca

Charitable tax number 886554476RR0001

Communications

- Work with senior members of the TPLF team to draft bespoke donor correspondence, including acknowledgment letters, emails, and general correspondence;
- Work with the Director, Campaigns to draft and customize fundraising proposals and reports.

Donor Meetings and Events

- Working with the Director, Campaigns, coordinates the activities of volunteer committee(s), including scheduling and organizing meetings, preparing meeting packages, taking minutes, and tracking fundraising work;
- Support campaign-related cultivation and stewardship events, including drafting invitations, preparing guest lists, tracking responses, and engaging donors at events;
- Prepare event briefing notes and meeting packages for staff and senior volunteers.

Qualifications

- 2-6 years of directly related experience in a fundraising environment;
- Exceptional administration and organizational skills with impressive accuracy and attention to detail;
- Well-developed analytic, research, and time-management skills;
- Excellent interpersonal skills and experience working with various stakeholders;
- Refined communication skills, with experience drafting compelling communications;
- Proficiency in applicable computer programs (Microsoft suite of programs like Word, Excel, PowerPoint);
- Experience with a fundraising database such as Raiser's Edge NXT an asset.

Why Apply?

- You love the library!
- You are passionate about bringing your skills and expertise to the non-profit sector
- You want to be a key member of a highly ambitious and results-driven team
- You are looking for mentorship from a senior development professional

Commitment to equity and diversity

Toronto Public Library Foundation invites applications from all qualified individuals. TPLF is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

To apply:

Please send your CV and cover letter to tplfjobs@tpl.ca by **June 9, 2024**. Please include "COORDINATOR, CAMPAIGNS APPLICATION – [Your Name]" in the subject line. Only qualified candidates will be contacted.