

# Philanthropy Coordinator, Foundation Giving

**Date:** May 2024

**Department:** Development

**Reports to:** Senior Manager, Foundation Giving

**Status:** Permanent Full-Time

**Salary:** \$48,000-\$51,000 Per Annum Plus Benefits

**Location:** Etobicoke, ON

**Time Required on-site:** 40% (approximate)

## Who We Are

Second Harvest is Canada's largest food rescue organization and is a global thought leader on perishable food redistribution. We work with thousands of food businesses from across the supply chain to redirect unsold surplus food to non-profit organizations that feed communities in every province and territory. Our mission is to keep food where it belongs: On plates and out of landfills.

## The Role

The *Philanthropy Coordinator, Foundation Giving* is responsible for supporting the achievement of revenue goals by growing our base of small but mighty corporate and foundations partnerships. This position will identify, engage, steward, and renew existing and new accounts, in their support of Second Harvest's work nationally.

## Your Impact

- Participate in planning activities in collaboration with team members, to identify and implement fundraising goals and objectives.
- Research and identify grants and foundation opportunities that align with Second Harvest's philanthropy objectives, in collaboration with Senior Manager, Foundation Giving.
- Prepare and submit highly relevant, compelling grant and foundation applications, working closely with Senior Manager, Foundation Giving, Programs staff, and Finance.
- Develop, build, and support relationships with an existing pipeline of corporate and foundations donors and prospects.
- Meet annual financial targets related to grants and foundation giving.
- Ensure timely donor stewardship and recognition following the receipt of financial commitments from supporters (and at touchpoints throughout the year).
- Prepare acknowledgement receipts for grants and foundations donors.
- Maintain donor records and associated activities in donor database ensuring a high level of accuracy.
- Deliver superior ongoing donor service: field donor inquiries, escalate to appropriate department members, and record touchpoints in donor database.
- Support the administration of complex grants, including collaborating with internal partners to gather program information and developing and executing communication plans.

- Work with team members to support the development and execution of stewardship events including invitations, event set-up, logistics, and post-event communications.
- Perform other related duties as required or assigned to support the overall goals of the organization.

### Who You Are

- **Passionate:** You are inspired by the work of Second Harvest and are eager to build on our vision of “No Waste. No Hunger.”
- **Fundraiser:** You have experience in fundraising or sales, with experience soliciting donors and prospects for financial and/or in-kind requests being considered an asset. You are able to build trust and elicit confidence with prospects, donors, and stakeholders.
- **Communicator:** You have strong written communication skills, with the ability to use clear writing style and donor-centric language.
- Keen attention to detail, thoroughness, and accuracy, especially in written communication.
- Organized with strong project and time management skills. We appreciate attention to detail and the ability to prioritize effectively in a dynamic environment.
- Experienced with CRM systems, with experience in Raiser’s Edge considered beneficial but not essential.
- Willingness to learn and adapt to new technologies is valued. You understand the importance of data accuracy and have experience in revenue reporting.
- A valid G class license with access to a vehicle is preferred. Accommodations for transportation requirements will be considered, ensuring equal opportunities for all candidates.
- Professional attitude, and able to maintain strict confidentiality at all times.

For more information about Second Harvest, please visit our [Careers](#) page.

### To Apply

Please submit your cover letter and resume using the online portal [here](#). Consideration of applications will begin immediately and continue until the position is filled. Only electronic applications will be accepted.

We strongly encourage applications from all candidates, especially those from equity-deserving groups, including but not limited to racialized persons/persons of colour, Indigenous peoples, women, persons with disabilities, and members of the LGBTQ2S+ community.

Second Harvest is committed to an inclusive and accessible recruitment and selection process. Please let us know if you require any accommodations.