

## Coordinator, Corporate Partnerships

**Date:** July 2024

**Department:** Development

**Reports to:** Senior Manager, Corporate Partnerships

**Status:** Full-Time

**Salary:** \$52,000-\$57,000 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 *Coordinator, Corporate Partnerships* plays an important support role in achieving our philanthropy revenue goals by growing our base of small but mighty corporate and corporate foundation partnerships. This position focuses on maintaining and enhancing existing relationships, while also supporting to identify and engage new prospects to support Second Harvest's mission nationally.

We are looking for a client-focused, proactive team player who can seamlessly join our team and work collaboratively to build and deliver successful partnerships.

### Your Impact

- Oversee an existing pipeline of 100-200 small (<\$10,000 annual gift value) corporate and corporate foundation donors and prospects.
- Develop and implement strategies to convert prospects into supporters and strengthen existing donor relationships.
- Utilize employee engagement activities to recruit, engage, and steward new, current, and lapsed donors.
- Prepare and present highly relevant, compelling funding proposals to secure long-term, unrestricted partnerships.
- Achieve annual revenue targets and grow funding through compelling and meaningful donor engagement.
- Ensure timely donor stewardship and recognition following the receipt of financial commitments.
- Prepare acknowledgement receipts for foundations donors.
- Maintain donor records and associated activities in Raiser's Edge database ensuring a high level of accuracy.
- Support the team with the creation of PowerPoint presentations and other administrative tasks to enhance overall efficiency and effectiveness.
- Perform other related duties as required or assigned to support the overall goals of the organization.

## Who You Are

- **Passionate:** Inspired by the work of Second Harvest and eager to build on our vision of “No Waste. No Hunger.”
- **Fundraiser:** Proven success in customer service, fundraising, or sales with a track record of meeting or exceeding revenue targets.
- **Communicator:** Comfortable speaking and presenting to individuals and groups. Excellent verbal and written communication skills.
- **Collaborative:** A positive, collaborative working style. Highly developed interpersonal skills including diplomacy and negotiation skills.
- **Strategic and Results-Oriented:** A creative thinker who can generate new ideas and initiatives, and plan and execute their implementation.
- Proven track record in customer service or stewardship.
- Highly organized with strong project and time management skills. We appreciate attention to detail and the ability to prioritize effectively in a dynamic environment.
- Proficiency in Customer Relationship Management (CRM) systems required, with experience in Raiser’s Edge considered beneficial but not essential. Willingness to learn and adapt to new technologies is valued.
- Able to work flexible hours, including some evenings and weekends for special events or during peak periods. Please note that we are dedicated to supporting our employees in achieving a balanced work-life schedule.

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.