



*Partnerships Coordinator
Full-time Permanent
Toronto/Ohsweken, Hybrid
Annual Salary Range: \$68,823 - \$86,028
Closing Date: October 2, 2026*

Making a lasting impact. Work with purpose.

Join one of Canada's Top 10 Charities of Impact. Indspire is a national Indigenous charity that invests in the education of First Nations, Inuit, and Métis students, empowering individuals, strengthening communities, and building a stronger country for all.

Indspire is seeking a Partnerships Coordinator. This role is a vital member of Indspire's development team, responsible for analyzing partnership and fundraising activity and providing meaningful information and insights to help monitor performance, identify opportunities, and support pipeline and solicitation planning.

Working closely with the Director, Partnerships and the broader Partnerships team, the Coordinator will help strengthen and standardize systems, processes, and administrative practices across the corporate fundraising portfolio. By centralizing information, improving consistency, and streamlining day-to-day operations, this role will enhance team efficiency and create greater capacity for fundraisers to focus on what matters most—building strong relationships, engaging donors, and generating sustainable revenue.

Key Responsibilities

In this role, you'll be:

Partnership Administration & Agreements

- Assisting with the preparation of partnership proposals, agreements, reports and other materials as required.
- Processing completed corporate partnership agreements and coordinating related internal administrative requirements.
- Maintaining organized and up-to-date partnership documentation and records.

Pipeline, Revenue & Partnership Analysis

- Maintaining and tracking the corporate donor pipeline, including upcoming solicitations, opportunities, activity, next steps, and status updates.
- Creating and maintaining revenue trackers for the Partnerships team, ensuring information is accurate and current.
- Tracking and analyzing partnership activity and results, including proposal success rates, renewal rates, renewal values, upgrades, declines, and other key fundraising metrics.
- Preparing regular reports and analysis to identify trends, opportunities, and areas requiring follow-up.
- Assisting with research and data requests related to corporate fundraising and partnership development.

Donor Data & Systems

- Maintaining donor and partnership records in Raiser's Edge NXT, including actions, opportunities, prospect management details, contacts, and other relevant information.
- Ensuring consistent data entry, tracking, and documentation practices across the Partnership team and related systems.
- Utilizing project management software, including Asana, to track projects, responsibilities, deadlines, and deliverables.
- Identifying opportunities to improve systems, processes, reporting, and workflows and supporting the development and implementation of best practices.

Reports, Proposals & Funding Applications

- Preparing and coordinating the distribution of sponsor-specific Building Brighter Futures (BBF) and event reports.
- Supporting the preparation and submission of online funding applications, including tracking deadlines, approvals, and reporting requirements.
- Maintaining current proposal templates and ensuring materials reflect approved and up-to-date information.

Team & Project Coordination

- Providing administrative and project coordination support to the Director, Partnerships and broader Corporate Partnerships team.
- Coordinating team meetings, preparing materials, recording action items, and tracking progress toward deliverables.
- Drafting and managing routine Partnership team communications, including monitoring and coordinating the Partnerships inbox.
- Preparing and submitting expense reports and providing other administrative support as required.
- Providing additional administrative support to the Partnerships and Activations Officer during peak periods, as required.

Qualifications

- Completion of a three-year post-secondary education in fundraising, business administration, or a related field.
- Minimum of four years of experience in an administrative, coordination, fundraising support, business operations, or similar support role, preferably in a nonprofit or charitable environment.
- Experience working with databases, donor records, revenue tracking, reporting, agreements, or project management systems is an asset.
- Experience preparing reports, analyzing data, or tracking performance metrics is an asset.
- Proficiency with Microsoft Office Suite, particularly Outlook, Word, Excel, and PowerPoint.
- Experience with Raiser's Edge NXT, Asana, and SharePoint is an asset.
- Exceptional attention to detail and accuracy, particularly when working with agreements, donor information, financial information, and data.
- Strong analytical skills and the ability to identify trends, patterns, and insights from fundraising and partnership data.
- Excellent written and verbal communication skills.
- Strong organizational, coordination and follow-through skills, with the ability to manage multiple priorities and deadlines.
- Proactive and solutions-focused, with the ability to identify issues and take appropriate action.
- Strong interpersonal skills and the ability to build positive working relationships across all levels of an organization.
- Ability to exercise discretion, judgment, and professionalism when handling sensitive and confidential information.
- Comfortable learning and working across multiple databases, software platforms, and organizational systems.
- Ability to manage detailed information while maintaining awareness of broader priorities and deadlines.
- Knowledge of Indigenous communities, cultures, and issues is an asset.
- Willingness to travel within Canada and between Indspire's Six Nations and Toronto offices, as required.
- Availability to work occasional evenings and weekends, particularly in support of Indspire events and activities.

What We Offer

- A competitive benefits and pension plan.
- 3 weeks' vacation with paid personal and sick days as well as additional holiday closings.

- A supportive hybrid work environment (three days per week in office).
- A passionate, dedicated team culture.
- Opportunities for professional growth and cultural learning.
- The chance to make a real and lasting difference in the lives of Indigenous students.

How to Apply

To apply, please visit:

<https://indspire.applytojobs.ca/development/50994>

Indspire is committed to ensuring an equal opportunity and barrier-free recruitment process. Accommodation is available to all applicants upon request. Please contact us via email at hr@indspire.ca.

Please note that this employer uses artificial intelligence tools to assist in screening and assessing applicants for this publicly advertised position.

To learn more about Indspire, visit <https://indspire.ca>

Deadline for Applications: October 2, 2026, at 5:00 pm EST