

DEVELOPMENT COORDINATOR (CONTRACT)

WHO WE ARE

Heritage Toronto is passionate about our city. As a charity, and an arm's length agency of the City of Toronto, we work to promote Toronto's rich heritage and share the stories of our people and places. From that shared history, we build a compassionate city which honours its diverse stories and ensures that each resident feels reflected, and has a voice, in its future. To that end, Heritage Toronto's core programs currently include Tours, Plaques, the Heritage Toronto Awards, Emerging Historians, and partnerships with local community groups, volunteers, the development and heritage industry, and educational institutions.

WHO YOU ARE

You want direct experience in a development portfolio, a career skill which is in high demand throughout the not-for-profit sector. You are a proactive, problem solver who is excited for a challenge and thrives working on a dynamic and diverse portfolio. You will be part of a small, high-energy team and provide support in the areas of philanthropy and sponsorship. You will embrace a role which offers a mix of administration, customer-service, and the grassroots reality of supporting programming in a not-for-profit, partnership and volunteer-driven sector.

YOUR JOB

The Development Coordinator is a full-time (35 hours/week), 12-month contract position, reporting to the Manager of Development. Currently, all Heritage Toronto staff are working remotely but, when safe to do so, will return to working from the offices in Historic St. Lawrence Hall, 157 King St. East, Toronto.

Start Date: April 1, 2021
Annualized Salary: \$40,000

YOUR OPPORTUNITY

The Development Coordinator is responsible for supporting Heritage Toronto's fundraising activities including administrative support, maintaining and actively building new donor and sponsor relationships, assisting in government and private foundation grant requests, and creating new partnership opportunities.

- Provides direct support to the Manager of Development and the Development Committee of the Board of Directors
- Provides administrative support, including maintaining our CRM database (E-tapestry)
- Supports communications with existing and potential donors, including drafting thank-you letters, fulfilment reports, and pitch documents and making phone calls
- Assists with writing grant proposals and developing new funding opportunities
- Assists with the coordination and delivery of stewardship events
- Other duties as assigned

YOUR QUALIFICATIONS

- Post-secondary diploma or degree; or equivalent work experience
- Minimum 2 years of experience with customer service, relationship management, and/or business administration. Previous development experience is an asset.

- Proficiency in using a variety of software packages, including Microsoft Office Suite and Google Drive. Experience with WordPress, E-Tapestry, or other CRM database is an asset but only an enthusiasm to learn new software is essential as training will be provided.
- Excellent interpersonal skills, including an ability to establish and maintain productive working relationships with staff, community stakeholders, and the general public
- Excellent communication skills, both written and verbal
- Ability to use sound judgement and maintain discretion and confidentiality at all times
- Highly organized with well-developed attention to detail and time management skills
- Ability to work remotely, flexible hours, including evenings or weekends as required
- An enthusiasm for the mission of Heritage Toronto

TO APPLY:

Interested in joining our team and making a difference in our city?

- Send your resume and a cover letter explaining your interest and key qualifications to info@heritagetoronto.org with the subject line "Development Coordinator"
- You must be registered or be eligible to register with [Miziwe Biik Aboriginal Employment and Training](#) in order to be considered for this opportunity.

We thank all applicants for their interest, however, only those invited to be interviewed will be contacted.

Deadline: Friday, March 19, at 11:59PM

Heritage Toronto is an equal opportunity employer and encourages applications from qualified Aboriginal people, people with disabilities, members of visible minorities and women

This opportunity is generously funded with a Targeted Wage Subsidy grant from Miziwe Biik Aboriginal Employment and Training and Service Canada. Candidates must be registered or be eligible to register with Miziwe Biik.



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