

Fundraising Coordinator - CV16-250

Community Living Toronto one of the largest agencies of its kind in North America, is a dynamic, innovative organization committed to a vision of promoting welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals with an intellectual disability and their families including residential and day supports, assistance with employment, community supports, early childhood services and respite.

QUALIFICATIONS:

University Degree or Community College Diploma in Fundraising/Event Management or related discipline.

A minimum of three years' experience is also required in any of the following areas:

proposal writing and research; special events fundraising and sponsorship solicitation; donor recognition and stewardship; volunteer engagement and working with voluntary Boards and Committees.

Excellent communication, organization and computer skills are essential.

Knowledge of Raisers Edge and working towards a CFRE designation is an asset. Bilingualism in English/French is an asset.

JOB SUMMARY:

Position reports to the Manager, fundraising. In this small fundraising shop, we tend to be all hands on deck at any given time of the year. Grant writing and prospect research will be a big component of the position this coming year and is where your writing, research and analytical skills will come into play. The position is also the lead staff person for our annual picnic, Shadow Lake Centre Golf tournament and third party events. With these events, your main role is to work with the teams around logistics and fundraising. This includes all stewardship and donor relations attached to these events. Other duties may be required as necessarily.

RESPONSIBILITIES/SKILLS:

- Self-starter, able to work within a small team both independently and as part of the team.
- Ability to take on projects and activities and run with them.
- Have excellent writing, research and analytical skills.
- Project management skills - formal or informal and are able to manage competing priorities.
- Event coordination.

HOURS OF WORK: 7.5 hours per day

STARTING DATE: Immediately

When required, accommodations for disabilities will be provided, on request.

Community Living Toronto is an equal opportunity employer.