

**JOB OPPORTUNITY**  
Human Resources Department

**POSITION: FUNDRAISING COORDINATOR-  
EVENTS AND STEWARDSHIP**

**REGION:** Corporate Services

**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 a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

**QUALIFICATIONS:**

A University Degree or Community College Diploma in Fundraising, Event Management or a related discipline. A minimum three years' experience in the following areas: proposal writing and research; special event fundraising and sponsorship solicitation; donor recognition and stewardship; volunteer engagement and working with voluntary Boards and Committees. Professional or volunteer experience in the not-for-profit sector, more specifically in the areas of developmental services or social services. Working knowledge of Raiser's Edge. Exceptional computer skills - Microsoft Office - Publisher, Word, Excel and Outlook .Excellent communication and organizational skills are essential. An understanding of the Association of Fundraising Professionals and commitment to ongoing professional development with an interest in working towards a CFRE or other professional designation is an asset.

**JOB SUMMARY:**

The Fundraising Coordinator – Events and Stewardship is a member of the Fundraising, Marketing and Public Relationship department and reports directly to the Manager, Fundraising. The incumbent has major responsibilities focusing on special event fundraising, corporate sponsorship, recognition and stewardship tactics and event planning.

**RESPONSIBILITIES:**

This position is responsible for:

- Draft effective proposals and other solicitation materials to secure Foundation and Major gifts (corporate, family and individual).
- Effectively research and identify appropriate granting bodies to approach in support of Department and Association needs.
- Research and solicit opportunities for in-kind sponsorships for major corporate events (i.e. printing, print media, wine)
- Draft effective proposals to secure corporate event sponsorships.
- Develop relationships with outside professionals, consultants and organizations in the interest of the Association's Planned Giving Program (, AFP, Leave a Legacy, Financial Advisors, Estate Planners, Trust Lawyers).
- Work collaboratively with the Manager, Fundraising to effectively research and cultivate individuals to solicit within the Planned Giving Program.

**HOURS OF WORK:** 7.5 hours per day

**TO APPLY:  
SEND YOUR COVER LETTER AND RESUME TO:**

Careers@cltoronto.ca

**PLEASE QUOTE JOB POSTING #E18-111**

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

**We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.**