

JOB OPPORTUNITY
Human Resources Department

**POSITION: FUNDRAISING COORDINATOR-
MAJOR GIFTS**

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, Communications, Marketing or a related discipline. A minimum three years' experience in the following areas: prospect research and proposal development, corporate sponsorship acquisition and retention, major gift and grant tracking, report writing, recognition and stewardship activities. 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, Foundation Search, Big Database and other prospect research tools.

JOB SUMMARY:

The Fundraising Coordinator – Major Gifts is responsible for a variety of activities with major responsibilities focussing around major gift prospect research and proposal development, sponsorship acquisition and retention, and donor recognition and stewardship activities.

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.
- Maintain and update gift records outlining proposal application deadlines and action plans.
- Enter notes and actions for timely grant reporting in Raiser's Edge.
- 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 with Fundraising Coordinator – Events and Stewardship to identify, plan and carry out suitable recognition documents and awards.

HOURS OF WORK: 7.5 hours per day

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

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E18-119

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.