



JOB POSTING

Coordinator, Philanthropy
Full-Time Ongoing, 40 hour/week
Job #23-04

ELIGIBILITY TO APPLY

Anyone eligible is invited to apply for this position.

PRIMARY FUNCTION

Reporting to the Director, Philanthropy, this position plays a critical role in growing the philanthropic revenue for The 519, and is responsible for, donor relations and stewardship support, proposal development, and supporting database management. Key relationships include liaising with the Finance team, Communications team, Philanthropy & Fundraising Committee, and program managers. This exciting and challenging role requires a creative, detailed, results oriented individual with highly developed relationship management skills who has a proven ability to think strategically and work independently to drive new initiatives and enhance existing programs that support our goal of being the charity of choice for our communities.

KEY ACCOUNTABILITIES

- Coordinates and supports the development and the implementation of the various components of The 519's philanthropy and fundraising plans, including leading Foundation grant research and writing, supporting relationships with corporate funders, third-party fundraising, managing monthly giving donors, and coordinating Donor Stewardship activities and processes within a donor-centric framework that ensures best practices in donor stewardship and growth.
- Coordinates The 519 Donor Relations Matrix within Blackbaud RE NXT database, including setting up workflows for acknowledgement letters, reports, tax receipts, and coordinating stewardship eblasts and social media postings.
- Coordinates grants pipeline and forecasting development; tracks grant cycle – submission and reporting; and develops tools to collect program details, information, and impact metrics and stories.
- Supports the development and implementation of short and long term fundraising strategies for the organization; including coordinating eblasts for Spring, Pride, and Year-End Appeals.
- Maintains a high level of customer service with donors and responds to and/or brings forward complaints in a manner consistent with the organizational policies.
- Coordinates The 519's donor/member database and the integration with associated on-line platforms ensuring systems are robust, detailed and accurate; including processing donations; importing data, running queries and reports as may be required.
- Maintains appropriate record-keeping within Blackbaud Raiser's Edge and the department's shared drives, conducts research, analysis and prepares regular timely reports and statistical information that supports the overall philanthropic strategies.

- Supports the Board of Management's Fundraising and Philanthropy Committee including agenda and meeting minute management, presentation of reports, and tracks motions and work activities.
- Manages confidential and sensitive information affecting operations, external relations, assets and organizational resources.
- Implements and abides by The 519's policies procedures and complies with all applicable legislation and regulations including coordination and training of volunteers, confidentiality, MFIPPA and purchasing and inventory control systems.
- Participates and supports The 519's broad activities and other related policies and procedures.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE

1. Post-secondary degree preferred, with 3 to 5 years of experience in fundraising and donor services at a registered charity.
2. Strong proven track record of success in developing and executing cultivation, solicitation and stewardship strategies at the community giving level, project management and producing supporting material.
3. Demonstrated proposal-writing experience to solicit funding from government granting agencies, corporate community relations offices, and private foundations.
4. Excellent time management skills and ability to work under pressure to meet deadlines and ability to work both independently and within a team structure.
5. Demonstrated ability to anticipate problems/conflicts and take appropriate actions, to organize and prioritize work.
6. Strong leadership, communication (oral and written), presentation, and interpersonal skills.
7. Ability to multi-task effectively and meet competing deadlines for internal and external partners through a customer-centric approach including attention and focus on detail, high organizational standards and quality work.
8. Demonstrated experience developing and building partnerships with community organizations and other relevant stakeholders.
9. The candidate should have strong computer proficiency with Microsoft Office, and preference will be given to candidates who have experience with Blackbaud Raiser's Edge NXT or an equivalent donor CRM application.
10. Knowledge of and experience working in the 2SLGBTQ+ communities and other marginalized communities that includes an awareness of current issues and trends impacting these communities.
11. Commitment to social justice principles and an understanding of the intersection of gender, race, sexuality, and class; this position requires a commitment to and passion for social justice.
12. Self-motivated: able to work independently or collaboratively as a team member.
13. Working knowledge of MFIPPA, CRA and other relevant legislation.



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TERMS OF EMPLOYMENT

Position Status	Full Time Ongoing (40 hours per week)
Union Status	Union Position - CUPE Local 2998 – Wage Grade 9
Hourly Rate	\$26.65/hour (City of Toronto 2023 Wage Grid for Union Staff)
Benefits	Enrolled in health, dental, life and disability benefits after completing probation. Mandatory OMERS pension enrollment effective day one.
Hours of Work	Monday to Friday 9:00 a.m. – 5:30 p.m., some evenings and weekends may be required as needed.
Location	Hybrid; some onsite work will be required, with some opportunities to work from home.

APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to Careers@the519.org no later than **4:00 p.m. on Wednesday, February 8, 2023**. Please quote **Job #23-04** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 23-04 First Name Last Name". Please also share [which pronouns you would like us to use](#) when corresponding with you (directly and within The 519) in your email or your cover letter.

The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants and advise that only those selected for an interview will be contacted. No agencies please.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto's Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.