

We're Recruiting For...

Development Coordinator

Reporting to the Director of Philanthropy, the Development Coordinator will work closely with the Director of Corporate Relations and Membership Services Manager. As a member of the Development team, the Development Coordinator is responsible for prospect research, writing and preparing proposals, data entry and record keeping, assisting with sponsor and donor stewardship, and coordination of events. The Development Coordinator will be required to work evenings and weekends for events.

Duties of the Development Coordinator will include, but are not limited to:

- Research on individuals, foundations, and corporations
- Writing and compiling packages, contracts and reports for sponsorship and foundation proposals
- Steward relationships with both corporate and individual donors, including event invitations, fulfillment of benefits, updates, and reports
- Assist in setting annual fundraising targets
- Assist with database maintenance, receipts, acknowledgements, and communications to corporate and individual donors
- Pull reports from database and provide data analysis
- Attend networking events in the community where stakeholders are present
- Assist in planning and execution of all events/receptions including welcoming guests, registration, set-up, and misc. duties.
- Work as part of the broader Development team which covers corporate sponsors, individual donors, board members and volunteers.

The ideal candidate will have:

- Bachelor's degree required
- Demonstrated knowledge of current fundraising trends and best practices
- Effective written and verbal communication and presentation skills
- Excellent interpersonal skills with the ability to develop and maintain relationships
- Excellent organizational skills, be self-directed, and detail and deadline oriented
- Proficiency in Word, Excel and fundraising database/CRM system

The following would be considered an asset:

- Certificate in Fundraising Management
- Experience in not-for-profit administration
- Knowledge of the Spektrix CRM
- Bilingualism (French/English)

How To Apply

Please submit cover letter and resume by email only to the attention of Sam Doyle – HR Manager at careers@confederationcentre.com

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

In accordance with CCOA's COVID-19 Vaccination Policy, all Employees, Contractors and Volunteers are required to be fully vaccinated with a COVID-19 vaccination series. As a condition of hire, new staff will be required to submit proof of vaccination prior to commencing employment.

Closing Date: November 30, 2021