



**Position Title:** Donor Relations Coordinator

**Reporting to:** Philanthropy & Sponsorship Manager

**Direct Report:** None

### **Position Summary**

The Donor Relations Coordinator is responsible for prospect research, writing and preparing proposals, data entry and record keeping, assisting with stewardship, and coordination of events in support of revenue development activities including: annual gifts, major gifts, corporate donations and sponsorships, private foundation support, and in-kind resources.

### **Responsibilities:**

- Research on individuals, foundations, and corporations
- Enter data, create reports, issue tax receipts, print and mail thank you letters (Raisers Edge)
- Assist with mail and email campaigns, including collating mail drives
- Writing and compiling packages for sponsorships and foundation proposals
- Assistance in stewardship of both corporate and individual donors, in person, on phone and through email, including ensure that all necessary logos, approvals, quotes, are received from the sponsor
- Assist at donor and foundation events, including welcoming guests, registration, set-up, and misc. duties.
- Take minutes/notes at meetings for distribution to attendees
- Administrative duties

### **Qualifications**

#### *Education*

- Bachelor's degree required, a certificate in Fundraising Management an asset

#### *Knowledge, skills and abilities*

- Excellent communication skills, both written and oral
- A professional and resourceful style
- Appreciation for detailed database maintenance and research
- Proficiency in Word, Powerpoint, Excel and fundraising database/CRM system, preferably Raiser's Edge

The Donor Relations Coordinator works in an office environment with a standard work week, but will be required to work evenings and weekends for events.

Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment.

Please submit cover letter and resume in a single PDF document by 5:00 pm on **October 16, 2017 by email only** to Philanthropy & Sponsorship Manager, Leslie Francombe, [leslie@torontoarts.org](mailto:leslie@torontoarts.org) Specify *Donor Relations Coordinator* in the subject line.