

# **JOB POSTING**

# **Position: Donor Relations Coordinator**

**Type: full time, permanent**

**Start Date: July 2021**

**Summary**

The Donor Relations Coordinator reports to Leslie Francombe, Philanthropy & Sponsorship Manager, and is responsible for prospect research, 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.

**Specific responsibilities include**:

* Research on individuals, foundations, and corporations
* Enter data, create reports, issue tax receipts, print and mail thank you letters using Sumac fundraising database
* Assist with mail and email campaigns, including collating mail drives
* 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

**Key qualifications:**

* A professional and resourceful style
* Proficiency with fundraising CRM database (Sumac) for record maintenance and research
* Proficiency in Word, Powerpoint, Excel
* Excellent oral and written communication skills
* Knowledge of Toronto’s arts philanthropy
* Flexibility regarding work hours – fundraising events will take place on evenings and weekends.

**Compensation:**

Starting salary: $46,000

**To apply:**

Please submit cover letter and resume in a **single pdf attachment**, to Leslie Francombe, Philanthropy & Sponsorship Manager, [leslie@torontoarts.org](mailto:leslie@torontoarts.org) subject line: **Donor Relations Coordinator**, by June 17, 2021.

Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, 2SLGBTQIAP. Accommodations are available on request for candidates taking part in the selection process.