



JOB POSTING

Position: Corporate Relations Coordinator
Type: full time, permanent
Start Date: July 2022

Summary

The Corporate Relations Coordinator reports to Leslie Francombe, Senior Manager, Philanthropy & Sponsorship, 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 the Mayor's Evening for the Arts, corporate donations, sponsorships and in-kind resources.

Specific responsibilities include:

- Assistance in stewardship of corporate donors, in person, on phone and through email, including ensure that all necessary logos, approvals, quotes, guests lists, are received from the sponsor
- Enter data, create reports, issue payment and tax receipts, print and mail thank you letters using Sumac fundraising database.
- Research on potential corporate sponsors
- Assist with mail and email campaigns, including compiling packages for sponsorships, table and tickets sales
- Assist at donor and Foundation events, including welcoming guests, registration, set-up, and misc. duties.
- Take minutes/notes at meetings for distribution to attendees
- Assist with other tasks or special projects as assigned
- General 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
- Project Management skills an asset
- 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, Senior Manager, Philanthropy & Sponsorship, leslie@torontoarts.org subject line: **Corporate Relations Coordinator**, by June 24, 2022.

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.