



Job Posting – Development Coordinator

Department	Development
Reports to	Director of Development
Posting type	Internal/External
Term	Temporary – Summer Term
Level / Salary range	Experience / Entry Level
Location	185 Carlton Street East
Application deadline	Open until filled
Apply by	jobs@egale.ca – Note Job Title in Subject Line

Our Organization...

Egale Canada Human Rights Trust (Egale) works to improve the lives of LGBTQI2S people by informing public policy, inspiring cultural change, and promoting human rights and inclusion through research, education and community engagement. Egale's vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia and all other forms of oppression so that every person can achieve their full potential, free from hatred and bias.

Our Team...

Our work, individually and collectively, is guided by a set of six commitments which are at the very heart of everything we do:

Integrity - We Lead with Integrity

Diversity - We Embrace Diversity

Growth - We Foster Growth

Learning - We are Always Learning

Collaboration - We are Stronger Together

Intention - We Act with Purpose

This is An Exciting Opportunity To...

Work with us in our Toronto office, on full time basis, in a contract role and...

Under the direction of the Development team, the Development Coordinator will:

- Help administer donor database, gift processing, tax receipting
- Conduct prospect research, prepare proposals, draft donor communications, e-newsletter content, writing reports etc.
- Gather competitive information and identify potential opportunities and challenges in government funding, private foundations and corporate/community foundations
- Draft grant applications, proposals, and solicitation letters for government, corporate, and foundation donors for a broad range of programs and initiatives
- Assist with donor stewardship event planning and execution
- Attend meetings as requested
- And other duties, as directed, for the delivery of the department's strategic priorities and/or to meet key deadlines.

Conditions of Employment...

This job will be part of the Canada Summer Jobs Program. As per the requirements of the program, youth hired need to meet the following criteria. Please ensure you review the below before applying.

Candidates must be or have:

- between 15 and 30 years of age at the start of employment
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Has a valid Social Insurance Number at the start of the employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

We're Passionate About Finding Someone Who Is...

- Interested in pursuing a career in fundraising and communications within the non-profit sector
- Ideally, enrolled in or completed post secondary degree or diploma
- Excellent written and verbal communication skills
- Proven ability to multi-task in a busy environment, to work well under pressure, and to prioritize tasks appropriately while meeting time-sensitive demands.
- Bilingual (English/French) is an asset

- Brings a strong understanding of intersectionality and Anti-Racist and Anti- Oppression practices
- Has experience working in a not-for-profit, LGBTQI2S community and/or social justice environment
- Has knowledge / lived experience with the diverse experiences and identities of LGBTQI2S communities

We'd Like You To Know...

Applications will be considered as they are received until the position is filled. While we thank all candidates for their application, only those selected for an interview will be contacted.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you require an accommodation (including alternate format materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.

Egale's Statement on Employment Equity and Diversity

Egale Canada Human Rights Trust is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Join Our Team and Be Part of Our Mission!

To put forward your candidacy, please submit a cover letter and resume to:

Egale Canada HR Department

jobs@egale.ca

Please specify position title in subject line.