

## Job Posting – Development Coordinator

<b>Organization</b>	Egale Canada
<b>Department</b>	Development
<b>Reports to</b>	Manager of Strategic Partnerships
<b>Term</b>	Full Time, Permanent
<b>Location</b>	Hybrid in Toronto or Remote in Canada
<b>Application deadline</b>	Open until filled
<b>Apply to</b>	<a href="mailto:jobs@egale.ca">jobs@egale.ca</a> , cover letter required (see details)

### Who we Are

Egale is Canada's leading organization for 2SLGBTQI people and issues. We improve and save lives through research, education, awareness, and by advocating for human rights and equality in Canada and around the world. Our work helps create societies and systems that reflect the universal truth that all persons are equal and none is other.

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.

Egale is committed to equity diversity inclusion and decolonization (EDID) and encourages applicants committed to assisting us in expanding and growing in this regard. In addition, we encourage applications from women, Black ethno-cultural groups across the African Diaspora racialized as Black, racialized minorities, First Nations, Métis and Inuit peoples, Indigenous peoples of North America, persons with disabilities, 2SLGBTQI persons and other historically marginalized groups.

## The Opportunity

Reporting to the Manager of Strategic Partnerships, with supervision by the Senior Development Officer, and in collaboration with other members of the Egale team, the Development Coordinator will support the Development team through drafting communications and appeals, gift processing, reporting, research, stewardship, event planning, and administration.

Key responsibilities will include supporting with donor relations and communications, gift processing and acknowledgment, prospect research, estate and bequest administration, coordinating planned giving marketing initiatives, event/project donor reports, donor stewardship events, tax receipting, and administration support.

## Core Duties & Responsibilities

### Prospecting

- Undertake prospect research to identify new potential funders through various sources, including Grant Connect.

### Appeals/Proposals

- Support with annual planning - calendar of communications in line with programs and strategic objectives/priorities.
- Draft email and social media appeals, in conjunction with Egale Communications and Social Media team.
- Help to grow cause marketing partnerships to complement the annual campaigns.
- Support with drafting proposals for foundations, corporations, and government.
- Draft planned giving communications and materials.

### Stewardship

- Support the Senior Development Officer on building and growing relationships with existing donors, prospects, and stakeholders.
- Issue acknowledgement letters and tax receipts through the donor database, working closely with the Administration Coordinator.
- Assist in planning and executing donor related stewardship events.
- Support with drafting stewardship reports for sponsors and donors.
- Assist with government, corporate, and foundation funding reports, when needed.

- Support on statistics, written narratives, and other administrative documentation as required for funding and organizational reports and materials.
- Contribute donor-related content to e-newsletter, *The Acronym*, when appropriate.
- Donor stewardship phone calls and respond to donor enquiries, as needed.
- Assist with compiling the Annual Report.

## Administration

- Gift processing and tracking moves management through donor database.
- Manage online giving portals and monthly reporting (Salsa, CanadaHelps, UnitedWay, Benevity, Tiltify/Stripe, iATS, PayPal).

## Other duties as Assigned

- Assist the development team in meeting deadlines for projects/proposals that may fall outside primary job responsibilities.

## Qualification Requirements

### Education

- Bachelor's degree or advanced degree preferred, in education, educational technology, business, marketing, communications, or relevant field.
- An equivalent combination of education and experience may be considered.

### Experience

- Familiarity with the 2SLGBTQI community and 2SLGBTQI human rights more generally.
- 1-2 years of development experience in individual giving, donor relations, planned giving and/or events role with demonstrated success in relationship management, reporting, stewardship, and client relations.
- Experience with customer relationship management (CRM) software is an asset.
- Experience working in a not-for-profit, 2SLGBTQI community and/or social justice environment preferred.

### Knowledge/Abilities/Skills

- Strategic, creative, and strong writing and editing skills for reporting.
- Strong problem solving, analytic and technical skills.

- Proven ability to multi-task in a busy environment, work well under pressure, and meet time-sensitive deadlines.
- Ability to determine priorities, be self-directed and work with minimal supervision.
- Strong attention to detail and quality with exceptional organization skills.
- Willingness to work with flexibility, including working alternative hours and changing priorities.
  
- A team player with an attitude of service and the ability to motivate others.
- Excellent interpersonal, analytical and organizational skills, capable of working effectively with Board Members, the Executive Director, consultants and donors/prospects.
- Lived experience as 2SLGBTQI community member is an asset.
- Demonstrated project planning and management skills.
- Strong interpersonal, relationship building and conflict resolution skills.
- Creative problem-solving skills and sound judgment.
- Excellent oral, written, analytical and technical skills.
- Works well independently and as part of a team.
- Ability to adapt quickly based on multiple channels of feedback.
- Must have ability to effectively manage assigned projects from its initiation to delivery.
- Experience working in development role.
- Understanding of intersectionality and commitment to working within an anti-oppression/anti-racism framework.
- Proficient in a variety of computer applications (e.g. MS Office Suite, Google applications).
- Valid driver's license, an asset.
- Bilingual (English/French) is an asset.

**Salary Range:** As per the Collective Agreement.

This position offers a comprehensive benefits package, a diverse and inclusive work environment, professional development opportunities, paid personal days, 3 weeks vacation, remote work option, flexible schedule, and the potential for further advancement within the organization.

## How to Apply

Egale is doing amazing things and we want you to be part of our team and continued success! If you have a good understanding of 2SLGBTQI communities and priorities, and want to help direct change, please submit an electronic



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copy of your resume/CV and a cover letter with subject line "Application for Development Coordinator" to [jobs@egale.ca](mailto:jobs@egale.ca).

## **Egale's Statement on Employment Equity and Diversity**

Egale Canada 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.

Egale welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.