



# True North Youth Program

*Navigating Opportunities for Teens*

## Development Coordinator

## Job Description

---

### Overall Purpose

The Development Coordinator supports the Executive Director in maintaining the annual grants calendar, fundraising efforts and organization outreach and publicity through: newsletters, social media, website maintenance, direct mail campaigns, phone calls, and events. The position is currently part time, 20-32 hours per week, and is based in the True North office in Lawson Hill.

### Responsibilities

- Research new sources of funding through grant databases and funders of similar organizations.
- Stay updated on the organization's Grant Timeline.
- Collaborate with the ED on current grant applications and reports.
- Maintain organizational records of grant awards, reports and funder outreach through the Grant Timeline and organization drive.
- Create an engaging and informative monthly newsletter for grant funders, donors, volunteers, students, parents and partners.
- Update internal donor spreadsheets with relevant donor and donation information.
- Update the organization's website on a weekly basis with new donors, new programs, photos, newsletters and any other developments.
- Work with the ED to design and implement bi-annual, direct-mail fundraising campaigns.
- Maintain donor engagement through prompt donation receipts and thank-you notes, direct-mail outreach and newsletter highlights.
- Collaborate with the Executive Director to maintain a consistent and engaging social media presence that is relevant for students, families, partners and donors.

### Requirements

- Must be at least 21 years of age.
- Thorough understanding of fundraising strategies, development opportunities and management.
- Excellent organization and computer literacy including use of Google Drive / docs / sheets.
- Excellent written and oral communication skills including ability to make cold calls, compose emails, send letters, and write press releases.
- Ability to represent organization at events, meetings, and social gatherings, recruiting for potential volunteers and new donors.

### Preferences

- Experience working on fundraising and development projects.
- Bachelor's Degree + experience working in non profit industry.
- Ability to manage various online platforms including social media, fundraising websites, and donor databases.

### Reporting

- The Development Coordinator reports directly to the ED. The Development Coordinator will also collaborate with other staff members.

### Terms

- 20-32 hours / week with opportunity for growth
- \$20-\$25/hr DOE
- Flexible schedule, some work can be done remotely