



Fund Development & Stakeholder Coordinator

ORGANIZATION OVERVIEW

Scarborough Food Security Initiative (Feed Scarborough) is a community driven and led charity in South Scarborough focused on Food Insecurity and Poverty in the region. Born out of the 2020 pandemic, Feed Scarborough has three levels of approach to Food Insecurity. The “Urgent Need approach (We run 4 Food Banks, Mobile Soup Kitchens and Covid Vaccine awareness Programmes), The “Long Term Sustainable” approach (We run business incubation programme for our clients, Culinary and Hospitality training programme for Youth, Community Gardens and training on growing sustainable food), The “Systemic” approach (We realize that we can never solve the food insecurity problem without significant policy change. Food is a Human Right in Canada, and we need our governments to uphold the commitment that Canada made over 50 years ago. Currently we serve over 7500 community members every week through our programmes.

ROLE OVERVIEW

Reporting to the Executive Director, is seeking a permanent full time Coordinator of Fund Development & Communications, to oversee the development, management and implementation of Feed Scarborough’s fundraising and donor relations plan. The focus of this role will include:

Fund Development

- Development and implementation of a multi-year fundraising strategy including major gifts, annual giving and other strategies and an implementation plan to grow annual fundraising.
- Work closely with Executive Director
- Engage, cultivate, solicit and steward a portfolio primarily consisting of individual prospect donors through events.
- Engage with, and professionally support, senior staff and volunteers in major gift cultivation, solicitation and stewardship activities.
- Develop annual fundraising plan; forecast and track annual department budget; drive best practices for pipeline prospecting, management, reporting and tracking for major gifts.
- Lead the planning and implementation of Feed Scarborough’s Fund Raising events; peer-to-peer fundraising and other third party events.
- Maintain accurate, professional records, actions and reports and oversee administration of donor management databases. Experience using Donor Perfect is considered an asset.
- Manage charity profiles with donor directed funds, such as Benevity, Gift Funds, Benefaction, Canada Helps.
- Work proactively to build a culture of philanthropy and forge strong commitments and ties to the community, building awareness of the position and its role within the organization.
- Build and enhance the processes and practices necessary for best practice fundraising and communications within the organization.
- Contribute to ongoing development, evaluations, accreditation requirements and quality improvements within the department and organization
- Support a workplace that embraces diversity and inclusion, encourages teamwork and complies with all the applicable regulatory and legislative requirements.



Qualifications:

- A Bachelor's level degree in Business, Communications, Marketing, Public Relations and Nonprofit Management or equivalent combination of education and experience. Certified Fund Raising Executive (CFRE) professional designation (or in progress) preferred.
- Minimum of three (3) years experience in fund development with a proven track record of working with Senior Leadership, Board members and volunteers, soliciting and closing major gifts private donors and investors, businesses and corporations at the five figure level and above.
- High-energy, results-oriented, process driven professional
- Excellent interpersonal and relational skills, and demonstrated ability to work with donors, funders, volunteers, staff and Board of Directors, ideally in a non-for-profit setting.
- A professional presence and capability to exercise independent judgement, initiative and flexibility.
- Demonstrated commitment to diversity, equity and inclusion and experience applying anti-oppressive practices in the workplace.
- Demonstrated ability to think strategically, work proactively, manage competing priorities and demonstrate effective follow through in a complex environment.
- Demonstrated ability to foster effective and responsive communication with donors and cultivate and build lasting donor relationships.
- Strong computer skills, including experience with Microsoft Office software, demonstrated knowledge of Donor Perfect, Gift tools, Constant Contact, Adobe Pro, and WordPress (Divi).
- Awareness of Canada Revenue Agency guidelines and the Federal Income Tax Act regarding charitable donations and sponsorship.
- Excellent organization, planning and time management skills and attention to detail.
- Excellent oral and written communication skills with demonstrated ability to write effectively and persuasively.
- Maintain a high degree of motivation and strong work ethic consistent with the employment philosophy of Feed Scarborough.
- Ability to work evenings and weekends when required.
- Satisfactory clearance under the Vulnerable Sector Screening process.

We are excited to talk to you about the opportunity to join our team!

Please Email your cover letter, resume and examples of social media platforms managed by you to : hr@feedscarborough.ca

Application Deadline: Till the position is filled

Job Types: Full-time, In person

Salary: \$50,000 per year + Benefits

Schedule:

- Typically Monday to Friday (Might be some exception for weekends and evenings)

Feed Scarborough is an equal opportunity employer and is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities,



abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas.

Feed Scarborough is committed to providing accommodation in all aspects of the recruitment and hiring process under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act* (AODA). The Manager of Human Resources will work with applicants to arrange reasonable and appropriate accommodation at any stage of the recruitment and hiring process.

We thank all applicants for their submission; only those candidates selected for an interview will be contacted.