



# Marketing and Fundraising Coordinator

## ORGANIZATION OVERVIEW

Scarborough Food Security Initiative (Feed Scarborough) is a community-driven charity in South Scarborough focused on addressing food insecurity and poverty. Founded during the 2020 pandemic, the organization operates through a three-tiered approach: meeting urgent needs through programs such as food banks, the Healthy Meal Truck and Foodabundance, Rx Eats, farmers markets, and community outreach; building long-term sustainability through initiatives like FoodHall TO, Startup Scarborough, youth culinary and hospitality training, the Bridge Program for job readiness and confidence building, and community gardens; and advancing systemic change by advocating for equitable food systems and the recognition of food as a fundamental human right in Canada. Complementing these efforts are programs like Seniors Social Circles, which promote social connection and well-being. Feed Scarborough currently serves over 5,000 community members each week, working toward a more resilient and food-secure future.

## ROLE OVERVIEW

As the Fundraiser, you will play a critical role in supporting the organization's fundraising and resource development efforts. You will contribute to identifying funding opportunities, building partnerships, and supporting grant writing initiatives to sustain and expand Feed Scarborough's programs and impact.

## POSITION RESPONSIBILITIES

- Research and identify potential funding opportunities, including grants, sponsorships, and donor prospects
- Assist in writing and submitting grant applications, proposals, and funding reports
- Support the development and execution of fundraising strategies and campaigns
- Build and maintain relationships with donors, sponsors, community partners, and stakeholders
- Assist in outreach efforts to secure partnerships and financial or in-kind support
- Maintain and update records of funding applications, donor communications, and partnership activities
- Support the preparation of fundraising materials, including presentations, proposals, and impact summaries
- Collaborate with internal teams to gather data, stories, and program outcomes for funding applications and reports
- Assist in organizing fundraising events, campaigns, and donor engagement activities
- Monitor deadlines, track application progress, and support reporting requirements for funded projects
- Represent Feed Scarborough in meetings, networking events, and community engagements as required
- Perform other duties or special projects as assigned by the supervisor



## KEY SUCCESS FACTORS

- Strong written and verbal communication skills, with attention to detail in proposal and report writing
- Research-oriented with the ability to identify and evaluate funding opportunities
- Relationship-building skills with a professional and confident approach to stakeholder engagement
- Organized, proactive, and able to manage multiple deadlines effectively
- Interest in nonprofit work, fundraising, and community impact
- Experience in grant writing, fundraising, sales, or partnerships is an asset
- Comfortable working independently and collaboratively within a team
- Familiarity with MS Office and CRM or donor management tools is a plus
- Flexibility to support occasional events, including evenings or weekends if required
- ***This is a part of Canada Summer Jobs programme, so you will need to be between the ages of 15yrs – 30 years, and be a citizen or permanent resident or refugee claimant in Canada.***

**Application Deadline:** As Soon As Possible

**Job Type:** 8 weeks

**Salary:** \$17.60 per hour

**Schedule:**

7 hours per day (35 hours per week)

Typically Monday to Friday (9am – 4:30pm) – Some weekends and evenings might be required

**Work Location:**

772 Warden Ave., Scarborough, ON, M1L 4T7

**Application Instructions:**

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

Please email your **cover letter and resume** to [hr@feedscarborough.ca](mailto:hr@feedscarborough.ca).

In the subject line, kindly indicate the **position you are applying for** and your **preferred cohort**:

- **Cohort 1:** May – June
- **Cohort 2:** July – August

*Example subject line:*

Application – [Position Title] – Cohort 1 (May–June)