

Development Coordinator

Position Title: Development Coordinator

Reports To: Manager, Annual Giving and Engagement

Location: Downtown Toronto

Organizational Profile:

Partners In Health (PIH) is a global health and social justice organization relentlessly committed to improving the health of the poor and marginalized. PIH partners with local governments to build capacity and works closely with impoverished communities to deliver high-quality health care, address the root causes of illness, train providers, advance research, and advocate for global policy change. In a world too willing to value one human life over another, PIH stands in solidarity with the destitute, the marginalized and the sick. We pursue a moral mission within a medical context: to provide the best health care to those who need it most. Partners In Health Canada was founded in 2011 and is based in Toronto. Visit www.pihcanada.org to learn more.

Position Summary

The Development Coordinator is responsible for supporting the continued growth of our philanthropic portfolio across individual, corporate and foundation donors, and broader development needs across the organization. Reporting to the Manager, Annual Giving and Engagement, but working closely with all team members including the communications team, the successful candidate will be involved in a diverse range of activities including donor relations and stewardship, data management, prospect research, preparation of materials and briefing documents, and administrative functions. Given the wide range of responsibilities, the successful candidate will be an organized and process-oriented self-starter with the flexibility and judgment to prioritize time effectively. This is a position with significant opportunity for learning and long-term growth in a dynamic work environment.

Key Responsibilities

Development and Database Operations (80%)

- Facilitate frontline and back-end donor support services including gift processing, tax receipting, acknowledgement letters, stewardship calls and responding to donor enquiries
- Ensure PIH Canada donor database is up-to-date including gift entry, contacts, proposal and stewardship activities, revenue reporting dashboards, and overall data integrity
- Create and maintain online donation and fundraising pages

- Help with content creation of patient stories and other donor updates
- Proof donor materials and assist with timeline management of fundraising campaigns
- Research new donor prospects and assist with portfolio management
- Systems operations troubleshooting

Development Administration (20%)

- Support preparation of development packages, briefings, and event logistics
- Attend key stakeholder meetings – prepare agendas and minute taking
- Coordinate office supplies and equipment needs

Preferred Experience and Qualifications

- Post-secondary degree or equivalent with minimum one-to-two-years of experience in a non-profit environment
- Comfort working with data and data management systems; Salesforce experience is a significant asset
- Strong interpersonal skills and works well independently and as a team member
- Proficiency in MS Office applications (including Word, Excel, PowerPoint)
- Strong time management skills and ability to prioritize tasks
- Committed team player with ability to develop and maintain strong relationships with internal and external stakeholders
- Strong attention to detail, including in proofreading
- Interest in social justice and global health
- Willingness to work occasional evenings and weekends
- French fluency is an asset

Note: If you do not meet all the above criteria but still believe you are the perfect fit for the role and for Partners In Health Canada, we encourage you to apply and let us know why!

Compensation

Compensation will depend on experience within a range of \$44,000 - \$50,000. Applications will be reviewed on a rolling basis until the position is filled, with an application deadline of Jan 9, 2023. We offer a flexible and hybrid work schedule, a health and dental benefits package, professional development and learning, and the opportunity to collaborate and grow with a diverse global team deeply committed to equity and social justice. Applicants must be legally eligible to work in Canada.

Application Instructions:

Please send CV and cover letter to hrcanada@pih.org with 'Development Coordinator' in the subject line. Applications without a cover letter will not be considered. Applications will be reviewed on a rolling basis until the position is filled.

We thank all applicants but regret we will be unable to respond to all submissions. We request that you do not follow up your application with a phone call or email. We will contact only those candidates selected for interviews; thank you for your understanding.

Commitment to Diversity and Accessibility

Partners In Health Canada is committed to equal opportunity and equal treatment for every prospective and current employee. We value diversity in the workplace and believe our work is stronger when it benefits from the experience and knowledge of a diverse team. People with disabilities, women, Indigenous peoples, members of racialized groups and members of other marginalized communities are encouraged to apply. Partners In Health Canada is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted in relation to a job opportunity, please notify us as soon as possible of any adaptive measures you might require. Information received relating to accommodation measures will be addressed confidentially.