



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/18

## Development Writer

<b>Job ID</b>	<b>380273-1-2930</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=380273-1-2930">https://careers.indigenous.link/viewjob?jobname=380273-1-2930</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2024-04-18	To: 2050-01-01
<b>Job</b>	Type: Part-time	Category: Education

### Description

#### About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. About University Advancement

University Advancement (UA) is a comprehensive development and alumni relations enterprise serving the priorities of TMU's academic plan. Our mission is to build lifelong relationships, engaging alumni and friends, faculty and staff, corporations and foundations, and matching their interests with the needs and priorities of the university. University Advancement at TMU is a dedicated team of professionals, committed to collaboration, diversity, and integrity, and to being trustworthy stewards of our donors' investments.

University Advancement especially welcomes applications from individuals who self identify as women, Black, Indigenous or a racialized person, who will be integral towards serving our highly diverse student population. If you identify as a member of one of these groups, we encourage you to let us know in your cover letter. We are building a culture of recognizing and celebrating diversity and welcome you to join us.

#### The Opportunity

The Development Writer will:

- Research, write and edit a range of fundraising materials for use online and in print presentation; including donor profiles, reports, thank you letters, invitations, proposals, case statements, videos and other documents and materials.
- Build out published reports to high-end supporters to the university
- Coordinate a broad range of projects within the Development office, such as coordinate photo shoots and various aspects of the production and distribution of materials produced by the office and undertake basic office functions

#### Qualifications

- Successful completion of a post-secondary degree program in Marketing or Communications or a related field.
- A minimum of two (2) years' experience as a writer in a fundraising office, with an understanding of the priorities and objectives of a busy campaign environment with the following requirements:

- Knowledge and experience in writing and editing and designing fundraising materials (print and digital media), including producing proposals, donor news, feature stories and stewardship reports
- Experience in assisting in development of videos and other donor-focused materials to support fundraising.
- Research, writing and editing ability with the experience in creating appealing presentations
- An equivalent combination of education and experience may be considered
- Very strong attention to detail
- Strong interpersonal relationship skills to work collaboratively with various stakeholders
- Strong time management skills to manage multiple assignments simultaneously
- Proficiency in the use of Google docs, MS Windows

#### Additional Information

Position Number(s) 20002318  
 Reports To Director, Donor Relations and Stewardship  
 Department University Advancement  
 Vacancy Type Term  
 Employee Group OPSEU  
 Work Location Hybrid  
 Start Date ASAP  
 End Date 1 year from start date  
 Hours of Work 36.25  
 Grade 11  
 Salary Scale \$71,020.92 - \$84,802.67  
 Hiring Salary Range \$71,020.92 - \$77,606.50 (Minimum to step 3)

As part of the selection process, candidates may be required to complete an occupational assessment. Applications will only be accepted online through Toronto Metropolitan University's career site. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact [hr@torontomu.ca](mailto:hr@torontomu.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Development Writer