



# 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  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Development & Database Coordinator

<b>Job ID</b>	<b>D7-C6-1E-E5-6B-63</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=D7-C6-1E-E5-6B-63">https://careers.indigenous.link/viewjob?jobname=D7-C6-1E-E5-6B-63</a>	
<b>Company</b>	Stella's Place Assessment And Treatment Centre	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2021-10-12	To: 2021-11-02
<b>Job</b>	Type: Full-time	Category: Information Technology
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$48,000-\$56,000 year	
<b>Languages</b>	English Required	

### Description

Location: Toronto - in office and temporarily home based due to COVID-19

Application Closing Date : November 2, 2021

Organization:

Stella's Place focuses on integrating peer support with evidence-based treatment using modalities such as DBT, mindfulness-based stress reduction, counselling, whole health, and recovery supports. Every program has been co-designed by young adults and content experts at Stella's Place, in order to support young adults who are struggling with their mental health.

Mission: Partnering young adults and professionals to provide a collaborative, innovative model of mental health services.

Vision: Healthy, resilient young adults living the lives they choose.

Values: At Stella's Place, we fundamentally value the capabilities and contributions of young adults, as we seek breakthrough innovations that benefit our community and society as a whole.

Position:

The Development & Database Coordinator is responsible for helping to meet the organization's fundraising goals by stewarding and growing Stella's Place's donor base. Through excellent database management, creative donor recognition, and community engagement, the Development & Database Coordinator contributes to donor retention and the growth and diversification of revenues.

Responsibilities:

Database Administration:

Plans, develops, implements and manages the ongoing integrity, accuracy and security of Stella's Place Development Database

Responsible for tax receipting and acknowledgement process

Provides database support & training as required

Prepares monthly fundraising reports and analysis as well as other database reports as required

Liaises with Finance Department for monthly & annual reconciliation & CRA T3010 reporting

Donor Stewardship:

In coordination with Manager of Communications, Marketing & Stewardship and other staff, plans and executes donor recognition strategy (events, communications, donor wall & thank you gifts)

Independently handles donor stewardship and recognition activities such as preparing mail merge thank you letters, donor stewardship packages, tax receipts and other donor communication as needed

Community Engagement

In coordination with Manager of Communications, Marketing & Stewardship, acts as liaison with community event organizers to assist with logistics and promotion

Stewards third party event organizers and identifies opportunities for growth, partnership and cross promotion

Occasional evening and weekend work is required

### Experience

University Degree, College Diploma or a combination of relevant experience 2+ years or more within a charitable/not-for profit organization

Strong CRM database skills: preferably experience with Donor Perfect, Constant Contact and aka Raisin

Strong computer literacy: MS Office (Outlook, Word, Excel, Power Point), Google Suite of Products; familiarity with graphic design software an asset

Deadline and results-oriented, with excellent attention to detail and accuracy

Excellent relationship building skills

Experience working with diverse communities

Exceptional written and oral communication skills

Strong organizational and analytical skills

Evidence of leadership, initiative, diplomacy and creativity

Demonstrated ability to collaborate with colleagues and volunteers

Ability to communicate the vision and key messages of Stella's Place to the community

### Work Environment

Reporting:

Communication, coaching, mentoring, professional development, and evaluation will take place with the Communications, Marketing and Stewardship Manager on a regular basis.

You will work five days/week primarily 9 a.m. to 5 p.m., with occasional work evenings and weekends required.

**Other**

Salary & Benefits: :

Stellaâ€™s Place offers a generous health and vacation package; including comprehensive medical, dental and vision health benefits, 3 weeks vacation and 15 health days annually. Vacation increases after one year of service.

**DIVERSITY, EQUITY, AND ACCOMMODATION:**

Stellaâ€™s Place is committed to having a workforce that is reflective of the diversity of the City of Toronto in general and of our participants in particular. We strongly encourage applications from racialized persons, indigenous persons, persons with disabilities, persons of diverse sexual orientation, gender identity and gender expression and all those who can provide and contribute to diversification of perspective at Stellaâ€™s Place. Stellaâ€™s Place is committed to hiring practices that are inclusive and barrier free. Stellaâ€™s Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.

**How to Apply**

Your Application:

Interested and qualified candidates are invited to submit their cover letter outlining your interest in working with Stellaâ€™s Place and how you heard about the position (include specific website or network) along with a detailed CV to [careers@stellasplace.ca](mailto:careers@stellasplace.ca) with subject: Development & Database Coordinator by November 2, 2021.

We thank all candidates for their interest. We regret that only those selected for an interview will be contacted.