



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: 2024/05/03

Development Services Coordinator

Job ID	E8-83-CE-CD-77-C9	
Web Address	https://careers.indigenous.link/viewjob?jobname=E8-83-CE-CD-77-C9	
Company	Indspire	
Location	Toronto, Ontario	
Date Posted	From: 2018-08-20	To: 2018-09-07
Job	Type: Fixed-term	Category: Office
Languages	English But French Is An Asset	

Description

Indspire is an Indigenous-led national registered charity that invests in the education of Indigenous people for the long-term benefit of these individuals, their families and communities, and Canada. With the support of its funding partners, Indspire disburses financial awards, delivers programs, and shares resources with the goal of closing the gap in Indigenous education. Through Indspire's K-12 Institute, it provides resources to educators, communities, and other stakeholders who are committed to improving kindergarten to grade 12 successes for Indigenous youth. In 2017-2018, Indspire awarded \$14.2 million through almost 5,000 bursaries and scholarships to Indigenous youth, making it the largest funder of Indigenous post-secondary education outside the federal government. Each year, the organization presents the Indspire Awards, a celebration of the successes achieved by Indigenous people that is broadcast nationally.

Never has there been a better time to join this national leader. We are currently recruiting for a Development Services Coordinator, to join the Development Team for a one-year contract. Reporting to the Vice President, Development, you will support the acquisition, growth and retention of donors, sponsors and institutional supporters to generate revenue.

The position responsibilities of the Development Services Coordinator include:

Key Duties

- Conducts research through databases and other online and print sources to identify funding source opportunities;
- Collaborates with the Development team to identify prospects and assist in developing cultivation plans for individuals, corporations and foundations;
- Uses a broad spectrum of resources to research, organize, and evaluate a prospect's link, interest and ability to support Indspire;
- Produces in-depth, well-written profiles and prospect briefings;
- Prepares correspondence and supports the completion of stewardship reports for sponsors and supporters;
- Identifies influencers within the group of current Indspire supporters and looks for connections to new influencers;
- Works closely with the Development team to ensure prospect tracking and

cultivation/stewardship processes and strategies are in place to support revenue goals;

- Actively seeks updates to constituent records through supporter/sponsor contact, searches online and other methods when addresses are identified as inactive;
- Supports the Development team with the preparation of support materials for donor meetings. This includes but is not limited to agendas, meeting briefs, research profiles, speaking notes, and minutes;
- Pulls queries and compiles research and information to support the development of funding proposals;
- Supports the implementation of annual stewardship plan/initiatives to ensure long relationships and positive supporter experience through key strategies, which include events, invitations, personalized calls and notes;
- Creates and maintains database information for all corporate, foundation, and institutional supporters, prospects and sponsors. Ensures that all correspondence is copied to the files and key publicly available information about supporters is stored electronically as appropriate;
- Provides administrative support to the Vice President, Development and other duties as assigned to ensure the smooth and successful operation of the Development team.

Qualifications

- Completion of a college diploma or degree preferred
- Progressive experience with a minimum of 1 year experience in non-profit fundraising or similar environment
- Knowledge of fundraising principles and experience working with contact management databases
- Knowledge of and experience in Indigenous communities strongly preferred
- Demonstrated openness to learning and willingness to engage in cultural competency training
- Proficiency with Microsoft Office Suite including MS Excel, Word, PowerPoint
- Ability to work with sensitive information with complete confidentiality
- Must be able to work occasional evening and weekends and possess a willingness to travel occasionally within Canada
- Occasional travel between Six Nations and Toronto offices is required
- Knowledge of French is an asset

Deadline for Applications: September 7, 2018

How to Apply

This is a one-year contract position based in Toronto. The salary range is competitive. As an Indigenous organization whose mandate is to promote opportunities for Indigenous people, we encourage applications from qualified Indigenous persons and all others interested in the position. Only those candidates selected for an interview will be contacted. To learn more about Indspire, visit indspire.ca.

To apply, please forward your résumé, and cover letter to dhall@indspire.ca inquire on a confidential basis, please call Donna Hall at (416) 987-9840. All qualified candidates will be contacted directly.

No agency calls please.

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