



True Patriot Love Foundation Assistant, Development

Position Status: Full-Time

Available: Immediately

Duties and Responsibilities:

Administrative Support 25%

- Provide administrative support to the Chief Development Officer (CDO) including and not limited to, calendar management, meeting coordination and other administrative duties.

Stewardship 50%

- Maintains donor relationships and executes stewardship activities, such as sending thank you letters, as per overall stewardship strategy
- Follows up on donor requests in a timely manner to ensure customer excellence
- Inputs and updates online CRM database, prepares correspondence and tracks and keeps the CDO aware of any concerns that may impact the team or donor satisfaction
- Ensures fulfillment of stewardship activities, as per individual donor agreements, with major gift and corporate partners
- Supports development team initiatives as requested while following business practices and policies
- Assists in preparation for important donor meetings when necessary
- Attempts to retain/upgrade/educate donors following TPL's best practices

Prospect Research 25%

- Supports development team by conducting thorough research to be used for strategic reports and proposals
- Prepares donor prospect briefs for development team, including mapping prospect connections
- Proactively monitors individual and corporate prospects and updates development team accordingly

The Ideal Candidate:

- 2-3 years customer service experience
- College/university degree preferred
- Organized, with a meticulous attention to details and strong research capabilities
- Proficient computer skills including Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Strong organizational skills with the ability to prioritize work
- Demonstrated ability to work under pressure while juggling several competing priorities
- Ability to work independently
- A 'go getter' and team player with the ability to take initiative and work collaboratively with the team and others in the organization



About True Patriot Love

True Patriot Love Foundation (TPL) is a national charity with the mission to inspire every Canadian to contribute to the resilience and wellbeing of our military and Veteran families. Since 2009, TPL has provided more than \$18 million to support military families, including supporting more than 100 community-based programs across the country that address the unique challenges resulting from service including mental health, physical rehabilitation, transitioning to civilian life, and the special needs of children. In addition, TPL contributes to advancements in research and technology through our \$5 million commitment to the Canadian Institute for Military and Veterans Health Research (Queen's University). For more information, visit www.truepatriotlove.com

True Patriot Love Foundation (TPL) est un organisme de bienfaisance national dont la mission est d'inspirer chaque Canadien à contribuer à la résilience et au bien-être de nos familles militaires et vétérans. Depuis 2009, TPL a fourni plus de 18 millions de dollars pour soutenir les familles militaires, y compris le soutien de plus de 100 programmes communautaires à l'échelle du pays qui répondent aux défis uniques liés au service, y compris la santé mentale, la réadaptation physique, la transition vers la vie civile et les besoins spéciaux des enfants. De plus, TPL contribue aux progrès de la recherche et de la technologie grâce à notre engagement de 5 millions de dollars à l'Institut canadien de recherche en santé militaire et vétérinaire (Queen's University). Pour plus d'informations, visitez www.truepatriotlove.com

Please submit a cover letter, resume and salary expectations to Shannon Caskey, Director of Development, at scaskey@truepatriotlove.com by Friday, November 17th 2017.