

JOB POSTING: COORDINATOR, DEVELOPMENT

I. ABOUT TRUE PATRIOT LOVE

True Patriot Love is Canada's Foundation for the military community, working to support military members, Veterans, and their families at every stage of their journey. By working as a trusted partner with local charities, social enterprises, the Canadian Armed Forces and the federal and provincial governments, True Patriot Love advocates for the needs of military members and Veterans and ensures resources are directed where they are needed most.

True Patriot Love works closely with sector partners to support the evolving needs of servicemembers in Regular Force, on Reserve, and in transitioning to civilian life and as Veterans. This work centers around four key pillars:

1. **Family Health and Support.** Supporting stronger military families, as spouses, caregivers, children, and youth are called upon to make profound sacrifices along with their loved ones;
2. **Mental Health & Well-Being.** Prioritizing well-being, by investing in mental health and transition programs amongst others;
3. **Physical Health & Rehabilitation.** Improving the rehabilitation and recovery journey through the power of sport, expeditions, and community-based programming; and,
4. **Communities.** Providing resources to organizations that foster connection with communities, whether it be through mentorship, volunteerism, or advocacy.

II. POSITION SUMMARY

The Coordinator, Development will support the mission and growth of the Foundation through our events and corporate portfolios. Reporting to the Senior Manager, National Corporate Partnerships with a dotted line to the Senior Manager, Events and Expeditions, this position is a twelve-month fixed-term contract (*until June 2025 with the possibility of renewal*), that will work in a hybrid capacity at True Patriot Love's Toronto based office and remotely. As a representative of the Foundation, this role may require travel domestically across Canada.

III. KEY AREAS OF RESPONSIBILITY

Responsibility #1. Corporate Development (60% of time)

1. Systems, Data & Project Management
 - Ensures corporate information is captured into our database (Salesforce).
 - Works in collaboration with the development, data, and finance teams to drive effective tracking and monitoring of corporate partnerships information, gift processing and invoicing.
 - Utilizes Asana as a collaborate project management tool.
 - Implements a high degree of accuracy, transparency, and completeness of information in ensuring donor gifts and gift agreements are recorded in the donor management system and appropriate appreciation and recognition ensues.
2. Sponsorship & Corporate Grant Proposals
 - Under the direction of and in collaboration with the Senior Manager, develops and prepares compelling and strategic fundraising materials including, but not limited to, briefing notes, call notes, proposals, gift agreements, acknowledgement, sponsorship materials and supports development team in developing stewardship reports as needed.
 - Works within various corporate portals for on-line grant submissions and sponsorship requests.
 - Researches background information on potential corporate donors.
3. Committee Support & Communications
 - Prepares reports and lists for weekly/bi-weekly meetings as needed (both internal and external).
 - Attends committee meetings, preparing agendas, meeting reports, and providing both administrative, communication and fundraising support to volunteer committees.

Responsibility #2. Corporate Guest & Sponsorship Management (30% of time)

1. Event guest management
 - Acts as the main point of contact for corporate event guests (e.g., Golf, Tribute Dinners, Goddard, corporate stewardship activations) in collaboration with the Development team and within the database.

- Tracks all guest responses, sponsorship fulfillment and outreach in our database and other project management tools.

Responsibility #3. Administrative Support (10% of time)

- Performs administrative duties as required, including meeting scheduling, coordination and compliance, and expense reports.

IV. EXPERIENCE AND COMPETENCIES

1. Demonstrated experience in fundraising or project management environment (up to 2 years), preferably in the not-for-profit sector; university degree or college diploma, or equivalent combination of education and experience.
2. Possesses a high degree of customer service skills with the ability to work easily and effectively with internal and external stakeholders.
3. Excellent oral and written communication skills and the ability to communicate clearly and effectively to a variety of audiences with an exceptional attention to detail.
4. Posses a “can do” attitude and enjoys the fast-paced nature of events and corporate fundraising with the ability to manage multiple tasks and support colleagues within a small team environment.
5. Passion or understanding of the Canadian military, and fluency in French (verbal and written) are assets.
6. Demonstrated experience in CRM software applications (e.g., Salesforce) and project management tools (e.g., Asana) and intermediate experience with Word, Excell considered an asset.
7. Ability to build new relationships with prospects, donors, and volunteers.
8. Highly organized with strong administrative and project management skills, able to juggle simultaneous priorities while adhering to deadlines and the ability to work independently.

True Patriot Love thanks all applicants for their interest; however, only those under consideration for the role will be contacted. True Patriot Love encourages applications from all qualified candidates, including Veterans, as well as those who identify as Indigenous, Black, and racialized, people of all gender identities and sexual orientations, and persons with disabilities. Please advise in advance if you require any accommodation during the application or selection process.

Interested applicants should visit our website at <https://truepatriotlove.com/>.

E-mail applications preferred. No phone calls, please.

Salary Range: \$50,000 – \$53,000/ year

Deadline for applications: Tuesday, April 30, 2024, at 5:00PM EDT

Submit applications including a cover letter and resume to: hr@truepatriotlove.com

NOTE: To reduce the number of “spam” responses to this posting, respondents must include the following text in the subject line of your e-mail: “Coordinator, Development.”