



TITLE: Coordinator, Individual Giving
REPORTS TO: Director, Major Gifts
DETAILS: Full time, 1-year contract (with possibility of extension)
APPLICATION DEADLINE: January 21, 2022

Role Summary:

The Coordinator, Individual Giving provides key support to the Leadership Giving portfolio, including the Literary Circle, Young Professionals fundraising programs, as well as to the Major Gift portfolio and signature event Biblio Bash. The job will allow the right candidate a unique opportunity to join a strong team, develop valuable not-for-profit business sales experience and be instrumental in helping the Foundation achieve its ambitious revenue targets. This role is based at the Toronto Reference Library at Yonge & Bloor in downtown Toronto (note: TPLF staff are currently working remotely). Salary will be commensurate with skills and experience.

About the Toronto Public Library Foundation:

TPLF was established in 1997 as a charity to support the world's busiest urban public library system – Toronto Public Library. Funds raised by the Foundation support life-changing programs, services, spaces and collections at the Library's 100 branches. Since its inception, the Foundation has raised over \$95 million for TPL, thanks to the generosity of donors. To learn more about the Toronto Public Library Foundation, visit tplfoundation.ca. To learn more about the Toronto Public Library, visit tpl.ca.

KEY RESPONSIBILITIES:

Donor Programs

- Coordinates renewal, acquisition and acknowledgement activity for Literary Circle and Young Professional fundraising programs. Prepares data, drafts and prepares donor correspondence. Accurately records all activity in Raiser's Edge software
- Supports Donor Program events, prepares invitation lists and event briefing notes
- Supports the activities of the Young Professionals and Literary Circle committees, preparing meeting materials, minutes, tracking actions and assisting the Manager, Leadership Giving with follow-ups

Major Gifts

- Drafts and prepares major gift correspondence including thank you letters and proposals. Supports major gift meeting activity by preparing meeting materials, briefing notes, tracking and coordinating follow-ups
- Supports Major Gift cultivation and stewardship events
- Prospect research, filing and database
- Prepares research profiles and briefing notes for senior staff and volunteers

Toronto Public Library Foundation
789 Yonge Street
Toronto, Ontario M4W 2G8

tplfoundation.ca
Charitable tax number 886554476RR0001

- Coordinates gift processing, ensuring accurate coding and complete files both in donor database and electronic filing systems

Qualifications:

- 2-3 years of directly-related experience in a fundraising environment
- Excellent verbal and written communication skills, with experience drafting donor correspondence
- Well-developed administration and organizational skills
- Accuracy and keen attention to detail
- Excellent interpersonal skills and experience communicating with donors
- Proficiency in applicable computer programs (Word, Excel, PowerPoint, Campaign Monitor)
- Candidate must be physically able to assist with event preparation, execution and tear-down

Preferred Qualifications:

- Experience using Raiser's Edge in a development environment is an asset
- Passion for fundraising and a love of the library

Why Apply?

- Be key member of a highly ambitious and results-driven fundraising team, focused on supporting priority initiatives at Toronto Public Library, the busiest public library system in the world
- Mentorship from senior development professional
- Develop valuable major gift and individual giving not-for-profit experience

Commitment to equity and diversity

The Toronto Public Library Foundation invites applications from all qualified individuals. The Foundation is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

To apply:

Please send CV and cover letter to: foundation@tpl.ca (email only, no phone calls please) by January 21, 2022.

Please include "COORDINATOR, INDIVIDUAL GIVING APPLICATION – [Your Name] in subject line.

Only qualified candidates will be contacted.

COVID-19 vaccines are a requirement of the job unless you have an exemption on a medical or other protected ground pursuant to the Ontario Human Rights Code.