

TITLE: Development Coordinator
REPORTS TO: Director, Major Gifts
DETAILS: Full time, salaried
APPLICATION DEADLINE: November 10, 2023
START DATE: December 11, 2023

Hiring Salary Range: \$50,000 - \$52,000. Eligible for additional compensation in annual performance bonus. Employer also pays defined-benefit pension contributions

Role Summary:

The Development Coordinator provides key support to the Foundation’s fundraising efforts at the Leadership Level and above (\$1,500+), including the Literary Circle, Corporate and Major Gift portfolios as well as the Foundation’s signature event, Biblio Bash. The job will allow the right candidate a unique opportunity to provide vital research, data and analytical support as part of a strong and ambitious fundraising team. This role is based at the Toronto Reference Library at Yonge & Bloor in downtown Toronto (note: TPLF staff are currently working a hybrid schedule). 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 \$100 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:

Data, Research and Reporting

- Responsible for logging and saving fundraising-related data, activities and outreach to support revenue team. This work informs budget planning, fundraising strategies and a strong donor pipeline.
- Assist with senior volunteers and Executive office activity, including tracking prospect engagement.
- Support the annual giving renewal cycle by pulling lists, tracking fundraising asks and outreach, and ensuring activity is uploaded to the database in a timely way.
- Coordinate pledge and gift commitment process, ensuring accurate coding and completing of files both in donor database and electronic filing systems.
- Work with internal and external partners to ensure that appropriate donor cultivation, acknowledgement and stewardship activities are delivered.
- Conduct research for donor meetings, events and prospect identification that supports fundraising work, liaising with staff to align on purpose and approach.
- Work with the Donor Database Manager to pull and analyze reports, including donor lists, revenue updates, fundraising activities, etc..

- Stay up-to-date on processes and best practices.
- Track and reconcile expenses.

Communications

- Pull email lists from the database, working with fundraisers on segmentation and deployment strategy.
- Work with Marketing & Communications Team to create and deploy fundraising-related e-blasts, Foundation updates, event invitations, etc., compiling lists and logging touchpoints as required.
- Draft and prepare general donor correspondence, including solicitation and thank you letters, and letters of receipt.

Events and Stewardship

- Support cultivation and stewardship events. Work with the Events Team on larger events and coordinate committee meetings, tours and smaller events to ensure seamless planning and delivery.
- Prepare invitation lists, event briefing notes for events and donor meetings.
- Engage with donors and prospects through events, including RSVP tracking, ticket booking and general troubleshooting.
- Support the activities of fundraising committee(s), preparing meeting materials, taking minutes, tracking actions and assisting fundraisers and Committee lead(s) with follow-up.

Biblio Bash

- Coordinate gift processing related to all Biblio Bash gifts—sponsorship, table purchases, silent auction, etc.
- Prepare invoices, letters of receipt and other communications, as required.
- Support Biblio Bash committee meetings and fundraising activities, as required.
- Coordinate tax receipts and deployment for Biblio Bash sponsors and supporters.
- Track and reconcile Biblio Bash revenue.

Qualifications:

- 2-3 years of experience in a fundraising environment or transferable skills and experience
- Well-developed administration and organizational skills
- Accuracy and keen attention to detail
- Excellent interpersonal skills and experience working with internal and external stakeholders
- Excellent verbal and written communication skills, with experience drafting compelling communications
- Proficiency in applicable computer programs (Word, Excel, PowerPoint) and familiarity with communications software (Campaign Monitor and/or Mailchimp) an asset
- Experience with a database such as Raiser's Edge

Why Apply?

- You have a love of the library
- You are passionate about data, analytics and bringing your skills and expertise to the non-profit sector
- You want to be a key member of a highly ambitious and results-driven team
- You are looking for mentorship from senior development professional



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: tplfjobs@tpl.ca (email only, no phone calls please) by **November 10, 2023**.

Please include "DEVELOPMENT COORDINATOR APPLICATION – [Your Name]" in subject line.

Only qualified candidates will be contacted.

Toronto Public Library Foundation
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tplfoundation.ca

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