

**Special Events & Fund Development Coordinator
 Full-Time, 1-Year Contract Position**

Starlight Children's Foundation® Canada brightens the lives of seriously ill Canadian children and their families by bringing them joy, laughter and relief. For close to 30 years, Starlight Canada has spread hundreds of thousands of smiles to sick kids through a unique blend of family-centered programs and services from hospital to home. With your help, more kids and families will benefit from receiving a Starlight Comfort Kit in-hospital or relaxing at a Starlight Day Brightener out-of-hospital.

Job Title	Special Events & Fund Development Coordinator
Reports To	Senior Vice President, Development
Location	Toronto, Ontario

Job Purpose

Reporting to the Senior Vice President of Development, this position is responsible for providing support to increase fundraising revenue and strengthen new and existing donor relationships. This is an exciting opportunity for significant career development for a motivated, results-oriented, self-starter that is interested in driving change and thinking outside the box. As the ideal candidate, he/she will bring a proven track record of fundraising experience, a passion for Starlight's mission and commitment to being a strong contributor to our team.

Major Duties/Responsibilities

- Key account manager for Starlight's corporate and third party partnerships
- Create and execute a strategy to acquire new funding partners and sponsors
- Research and prepare grant proposals and submissions to corporations, foundations and private granting agencies
- Develop warm and cold leads and document progress in our Moves Management System
- Provide monthly reports which measure progress towards achieving the plan
- In partnership with the SVP, Development build and grow meaningful and effective relationships with corporate partners and sponsors by providing outstanding customer service
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and identify items that would benefit Starlight
- Represent Starlight at community based fundraising events/cheque presentations as required
- Manage all deadlines, including application dates and stewardship reports
- Undertake special projects and other related duties consistent with department objectives as assigned by the SVP, Development

Requirements/Qualifications

- Minimum 1-3 years of Fund Development experience
- Proven track record of prospecting and obtaining Major Gifts, Cause Related Marketing Partnerships and Point-Of-Sale Campaigns
- Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor and a positive attitude
- Must be extremely well organized, flexible and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines
- Must be a self-starter with an entrepreneurial attitude, capable of working within a dynamic, multi-faceted team environment
- High level of ownership, accountability and initiative
- Proficient computer skills and the ability to work with Microsoft Office software including Word and Excel
- Raiser's Edge or other database experience is an asset
- Confident public speaking and able to express ideas verbally and in writing
- Valid driver's license and access to a vehicle
- Successful completion of criminal and voluntary sector background check

More information

This role may require brief contact with children and families and requires a Police Reference Check.

Applicants

Interested applicants are invited to submit a cover letter and resume via email to Trevor Dicaire, referencing Fund Development Coordinator by September 28, 2018.

Email: trevor.dicaire@starlightcanada.org

Starlight will accommodate the needs of people with disabilities in our hiring process.

We thank all candidates that apply but only qualified candidates will be contacted for an interview. No agency calls please.