



Children's Aid Foundation of Canada Position Description

Position Title	Coordinator, Development Support	Type	Permanent, full time
Department	Development	Salary	\$48,000 - \$55,000
Reports to	Chief Development Officer	Updated	March 2024

About the Children's Aid Foundation of Canada

Children's Aid Foundation of Canada is our country's leading charity dedicated to improving the lives of children and youth growing up in the child welfare system. We raise and grant funds and deliver a wide range of high-impact programs and services in partnership with child- and youth-serving agencies across the country.

Our vision is to create a world where the children and youth we serve have the strength and resilience to forge a bright and positive future. Join us and together we will help empower children, youth and families involved with the child welfare system go from surviving to thriving. Last year we raised over \$17.5M supporting 19,568 children, youth and families across Canada.

You picked an incredible moment to join the Children's Aid Foundation of Canada! We are leading a bold and ambitious transformational strategy that will drive growth and awareness and ultimately lead to increased funds to better serve our three priority areas:

- 1) children and families at risk,
- 2) children and youth living in government care, and
- 3) youth transitioning out of care.

To learn more about us, [please visit our website](#).

To better understand our impact, please watch our '[Investing in the Future, Today](#)' video.



The Opportunity

Children's Aid Foundation of Canada's donor community has grown at a rapid pace through the current \$100M Stand Up For Kids-Futures Transformed Campaign and at this exciting time the Coordinator, Development Support is a new role that will be integral to the success of the entire Development Team.

Reporting to the Chief Development Officer (CDO), the Coordinator, Development Support plays a key role in providing coordination and administrative support to the CDO and as well as take the lead on the

data-integrity and maintenance of the donor/prospect portfolios of the CDO and three Directors to accelerate productivity and fundraising results.

The ideal candidate must be results oriented and proactive, highly organized, uses common sense and is resourceful when needed. Part of an entrepreneurial and growth-orientated environment, the ideal candidate is a team player that is adaptable, can prioritize their workflow and brings demonstrated database management experience to help power fundraising performance and manage complex major gift relationships. An active, relationship-oriented member of the Development team, the successful candidate works collaboratively across departments with ease.

If you are passionate about creating more resources for underserved children, youth and families in vulnerable situations and are motivated to contribute to strengthening best practices already in place, and grow in our organization, we invite you to apply.

Specific Accountabilities:

Pipeline and Database Management

- Work with the CDO and Database team to harness data analytics to monitor the Development team's performance, portfolios and pipeline
- Development Team representative for Raiser's Edge/NXT data maintenance and data integrity, ensuring best practice procedures are in place with direction provided by the Sr. Manager, Database
 - Complete regular Development Team data pulls, including bi-weekly pipeline and quarterly KPIs
 - Ensuring training and updates, and cross-team data-entry consistency to maintain data
 - Regularly monitor Raiser's Edge/NXT reports to ensure accuracy of pipeline and metrics
 - Ensure compliance with Raiser's Edge operating policies and procedures
 - Coordinate global Raiser's Edge/NXT updates with Database team as needed
- Work closely with the Finance Officer, Database, complete regular RE data pulls required for various events and programs, ensuring data is captured effectively and accurately

Donor Management Support

- Perform all data-entry, coding, uploading, and filing and information management pertaining to the activities of the Chief Development Officer and Directors in Raiser's Edge/NXT in a timely manner
- Assist with developing and implementing plans to increase Major Gift donations
- Liaise with Foundation colleagues to manage timelines and follow ups on research, proposals, reports and gift agreements on behalf of Chief Development Officer
- Support Coordinate and execute meeting logistics for Chief Development Officer including room booking, catering, providing A/V and the preparation of meeting materials (i.e. briefing notes, presentations, and information packages) as required
- Assist with the planning and execution of Major Gift and Planned Giving related events (i.e. cultivation/ stewardship events)
- Assist the Development Team when needed with the preparation of Research Profiles
- Act as CAFC ambassador at all Development and Foundation events

Administration Support

- Complete a broad variety of administrative tasks to support Chief Development Officer including:
 - Calendar management, expense reports, database entries and filing

- Support with Board materials and correspondence
- Assist in coordinating the agenda, documents, and materials for internal meetings and draft minutes
- Drafts donor correspondence, meeting briefs, agendas and materials
- Stay abreast of CDO's upcoming commitments and responsibilities, following up appropriately
- Capture minutes and actions for Development Team meetings as needed
- Maintain the Development Team expenditures budget
- Assist with travel arrangements for CDO and Directors as needed
- Perform general office support duties such as arranging couriers and mailings

Performs Other Duties and Responsibilities as Assigned.

Qualifications

- Relevant post-secondary degree or an equivalent combination of education and experience
- Growing experience in the fundraising/advancement field or equivalent client-focused environment. Exposure to a non-profit fundraising environment and/or a fundraising campaign is an asset.

Required Competencies and Skills

- Organizational skills sufficient to independently establish priorities and use sound judgement in carrying out multiple assignments in a timely manner
- Sound written and verbal communications skills, bringing a keen eye to detail and demonstrated ability for accuracy
- Demonstrated experience with inputting data into and seeking data from Raiser's Edge/NXT or CRM database
- Customer focus orientation
- Ability to handle sensitive and confidential situations and information, demonstrate poise, tact and diplomacy
- Understanding of, or exposure to, Major Gift principles and practices
- Strong planning and administrative skills, and proven ability to source and summarize information
- Proficiency with MS Office Suite
- French language would be considered an asset
- Alignment to organizational values: "VOICE": Vital learning and innovation; Open Communications; Inclusion and diversity; Care and compassion; Empowering accountability

CAFC as an Employer

CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

Our Values:

- Vital Learning & Innovation
- Open Communication
- Inclusion & Diversity
- Care & Compassion
- Empowering Accountability

We offer: a generous vacation package, plus 3 float days, participation in the OMERS Defined Benefit Pension Plan with contributions matched 100% by the employer, a comprehensive benefits (including medical, dental, life and disability) package, Employee Assistance Program and a competitive salary.

CAFC staff are currently working in a hybrid work model, working remotely and in the downtown Toronto office at least 1 day a week.

We acknowledge that the Foundation's main office is in Toronto, which is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

How To Apply

To apply, please forward a current resume, with a covering letter in one single document, detailing how your qualifications match this opportunity, to enza@cafdn.org and include "Coordinator, Development Support" in the subject line of your email by April 12, 2024. Applications will be reviewed as they are submitted. You are encouraged to apply early as we are motivated to fill this role as soon as possible.

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada; but only candidates selected for an interview will be contacted. No telephone inquiries please.