



Position Title	Coordinator, Development Support	Type	FT, 12-month contract
Department	Development	Salary	\$50,000-\$55,000
Reports to	Director, Campaign and Major Gifts	Updated	August 2025

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 involved in the child welfare system. Guided by a bold five-year strategic plan and Impact Framework and working alongside over 100 child-and-youth serving organizations across the country, is focused on driving meaningful, measurable change through outcomes-based partnerships, philanthropy, and systems-level influence.

Our work is grounded in four key areas of focus that are critical to long-term stability for children and youth in and from care: Education, Employment, Mental Health and Well-being, and Strong Families and Lifelong Connections. Across these areas, we fund and deliver high-impact programs and collaborate with communities, service agencies, and young people on solutions that address the persistent challenges faced by children and youth engaged with the child welfare system.

As we implement our new 2025-2030 strategic plan, Children's Aid Foundation of Canada is entering a pivotal implementation phase, realigning its efforts and structuring its team to maximize measurable outcomes and national reach. Joining the Foundation means being part of a passionate, future-focused team driven by impact and equity. It's an opportunity to be part of a national movement committed to creating a better future for those too often left behind. Together, we are building a future where the children and youth have the strength and resilience to create a lifetime of their own unstoppable successes.

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

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

The Ideal Candidate:

Do you care deeply about creating opportunities for underserved children, youth, and families and want to put your organizational, time management, and coordination skills to advance that purpose?

The ideal candidate is proactive, highly organized, with the resourcefulness to navigate any challenge. Thriving in a growth-oriented environment, you are a team player who can adapt, prioritize, and support fundraisers with moves management discipline and deliverables. If you are motivated to strengthen our efforts and grow within our organization, we invite you to apply.

The Opportunity:

As the Coordinator, Development Support you will play a vital role in contributing to the success of the Campaign and Major Gifts Team.

Reporting to the Director, Campaign and Major Gifts, the Coordinator, is a trusted partner to our front-line fundraisers, providing coordination and administrative support that helps accelerate their work, deepen donor relationships, and maximize fundraising results.

This role offers the opportunity to combine your organizational strengths while channeling your passion for making a difference in the lives of children, youth, and families across Canada.

Key Responsibilities:

Major Gifts and Donor Management Support

- Organize and facilitate bi-weekly Moves Management meetings
- Collaborate with Donor Managers for Individual and Foundation Giving to prepare donor correspondence, presentations, meeting briefs and materials, call notes, and follow ups
- Assist with developing and implementing plans to increase individual and foundation Major Gift donations, including drafting proposals from templates
- Support Donor Managers with the annual distribution of scholarship reports and bios and at times the distribution of donor impact reports and/or gift acknowledgements
- Coordinate and execute meeting logistics for Donor Managers including room booking, catering, providing A/V support and the preparation of meeting materials (i.e. briefing notes, presentations, and information packages)
- Assist with the planning and execution of Major Gift related events (i.e. Cultivation and Stewardship events) including invitations and RSVP tracking
- Represent CAFC as an ambassador at Development and Foundation events
- Perform other duties as assigned

Prospect Research

- Conduct research for prospective donors/funders as well as prospective senior volunteers for the President & CEO, fundraising committees and entire Development team
- Oversee fundraising research processes, templates and tools, ensure research is tracked and maintained
- Prepare research and materials for identification meetings
- Stay abreast of Individual, Corporate and Foundation donors/prospects in the news, and help to identify new prospects

Campaign Fundraising Support

- Capture and monitor campaign prospects in Raiser's Edge/NXT and pull lists as required

- Maintain terms of reference, cases for support, generic presentations, and fundraising toolkit for Development team and Cabinet members
- Performs Other Duties and Responsibilities as Assigned

Essential Qualifications and Competencies:

- Growing experience in fundraising/advancement, client-focused roles and/or similar transferable experience, preferably within a charitable, non-profit sector
- Post-secondary education or an equivalent combination of education and experience
- Strong organizational skills with the ability to independently establish priorities and use sound judgement managing multiple assignments in a timely manner
- Demonstrated experience inputting and retrieving data from Raiser's Edge/NXT or CRM database
- Sound written and verbal communications skills, bringing a keen eye to detail and demonstrated ability for accuracy
- Customer-focus orientation with the ability handle sensitive and confidential requests and situations in a professional and tactful manner
- Ability to work in a dynamic and results-oriented environment
- Understanding of, or exposure to, Major Gift principles and practices
- Strong planning and administrative skills, and proven ability to source and summarize information
- Proficiency working with MS Suite 365, design tools (e.g. Canva), and communication tools (e.g. Teams, Zoom)
- Deep commitment to youth voice, equity, and system-change values aligned with the Foundation's mission.
- Committed to upholding the Foundation's VOICE values: Vital Learning & Innovation, Open Communication, Inclusion & Diversity, Care & Compassion, and Empowering Accountability.
- Flexibility to work evenings and weekends as required.

Asset (non-essential)

- Lived experience with the child welfare system
- Experience working in child welfare, social services, or with indigenous led organizations
- Fundraising campaign experience
- Bilingual English and French

CHILDREN'S AID FOUNDATION AS EMPLOYER

Children's Aid Foundation of Canada acknowledge that the Foundation's main office is in Toronto, which is the traditional territory of many nations including the Mississauga's of the Credit, the Anishinaabeg, 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.

The Foundation 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.

The Foundation is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment process as accessible as possible and provide accommodation as required for applicants with disabilities. If you require any accommodations at any stage of the recruitment process, please contact careers@cafdn.org

WHY WORK WITH US

At the Foundation, we prioritize your well-being and professional fulfillment by offering:

- A 35-hour workweek to support work-life balance
- A hybrid model, with a mixed blend of remote work and 2-3 days in office (Toronto)
- The opportunity to make a meaningful impact on child welfare
- A generous compensation package, including: 4 weeks' vacation package, , a comprehensive benefits (including medical, dental, life and disability) package, Employee Assistance Program and a competitive salary.
- A welcoming, supportive, and collaborative work culture that embraces the Foundation's VOICE values.

Our VOICE Values:

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

HOW TO APPLY

To apply, please submit your current resume and a covering letter together *in one single document*, detailing how your qualifications align with this opportunity and the Foundations' mission to careers@cafdn.org and include **Coordinator, Development Support** in the subject line of your email by **September 5, 2025**. 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. Only candidates selected for an interview will be contacted due to high applicant volumes. No telephone inquiries please.

WHAT TO EXPECT IN OUR INTERVIEW PROCESS

We value transparency and want to ensure you feel prepared and supported throughout our hiring process. Here is what you can expect:

Initial conversation: A 30-minute virtual conversation with one of our team members to discuss your interest in the role and Children's Aid Foundation of Canada and how you can make an impact.

First interview: A 1-hour meeting (in-person or virtual) with the Hiring Manager and relevant team members. We will discuss your skills and how they align with the team's needs. We will also answer any questions you have about the role, our culture, and the impact we strive to make.

Second interview: A 1-hour in-person meeting with the Hiring Manager and different team members, depending on the role, it can be our CDO! This stage might involve a short assignment, and a brief behavioural assessment is completed in advance of this meeting.

We look forward to getting to know you and sharing what makes the Foundation such a special place to work.