



## A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

### Senior Development Co-ordinator

(Permanent, Full-time, based in Toronto)

The Senior Development Co-ordinator (Corporate) works within the Development team to identify, cultivate and support donor relationships to meet the fiscal revenue goals in a manner consistent with UNICEF Canada's mission and vision. This role has a specific focus on administration, partnership stewardship, employee fundraising and cause-related promotions.

With an emphasis on supporting the team's development of high-value partnerships, this role is responsible for the administration, stewardship and supporting relationships with corporate donors. Using a strong sales and relationship management background, this role will also prospect and cultivate new partnerships and/or build on existing relationships to support the team's efforts to grow revenues in existing and new channels to contribute to an overall team goal of \$3 million.

The responsibilities of the position will include:

#### *Relationship Management, Retention & Communications (50%)*

- Ensure all terms of agreements are fulfilled and that accurate records are kept on file, Raiser's Edge (RE) database is kept updated and that all Corporate Partners service needs are met at a high standard.
- Work closely with other members of the development team to liaise with corporate partners and key stakeholders through advocacy, networking activities and attending events.
- Support UNICEF's efforts to be a leader in offering innovating partnerships and unique stewardship benefits and promotions in the market place.
- Engage all appropriate departments for content, revisions and approvals for all agreements and activities.
- Help establish and execute an annual stewardship plan for all corporate partners.
- Work with other departments to ensure all corporate partnerships are understood, fully communicated and leveraged throughout the organizations communications channels



and content (Loyalty and Acquisition, newsletters/magazines, annual reports, internal communication, press releases and online).

- Develop appropriate marketing and engagement tools for donor use.
- Review Marketing and Media plans related to donor activity and ensure meets UNICEF Canada's brand guidelines and attributes.
- Supporting activities related to global partnerships, implementing and tracking activities in local market. Executing emergency fundraising activities as need arises.
- Corporate & Community Engagement – cross cultivation where appropriate, proposal development and field travel preparations.

#### *Operational Management & Organizational wide support (40%)*

- Monitor all revenues to ensure appropriate systems management – RE inputting and tax receipting as well as appropriate coding for remittance.
- Working closely with research and business solutions colleagues to develop reporting and prospect management tools for the team.
- Monitor all expenses versus approved plan and taking corrective actions to meet annual targets.
- Work with internal teams to ensure fundraising activities align with operational requirements and for receipting and tracking purposes.
- Contribute to the development and implementation of annual operating plans, collaborating with Director and VP on annual budgets and program review.
- Meet with Manager and team members to provide updates on budgets and activities.
- Administrative support – Director/VP expenses, donor receipting, ordering office supplies, stewardship communication support, event logistics support and ad hoc support as needed.
- As required, provide support for additional development activities determined organizational priorities.

#### *Donor Growth (10%)*

- Support processes for cultivation of corporate partnerships across business segments – including proposal development, stewardship reports and communications, meeting preparation and proposal/pitch decks.
- Cultivate existing corporate relationships to maximize total giving, including but not limited, to employee giving and corporate matching programs.
- With the Development Manager, cultivate ongoing relationships with US and international UNICEF colleagues to ensure corporate partnerships are fully leveraged in Canada.
- Steward regional corporate partnerships and migrate them to national giving.
- Attend UNICEF fundraising events as required, occasionally outside office hours.
- Identify areas for business development growth/conversion from general supporters, emergency and event supporters.
- Monitor corporate support email inquiries.





The ideal candidate will have:

- A post secondary degree/ diploma with a focus in fundraising, marketing or other related discipline.
- A minimum of 1- 2 years in administration, fundraising, marketing, event planning or sales experience in the corporate or not-for-profit sectors.
- Proven experience working with stakeholders at all levels, strong customer service skills, sound judgment and risk management.
- The ability to think strategically and work independently in driving new initiatives or enhancing existing programs.
- A team player who is collaborative and a natural relationship builder.
- Superior verbal and written communications skills, including public speaking.
- Experience in co-ordinating events/ promotions/ employee engagement activities.
- Excellent computer skills (Microsoft Office).
- Valid driver's license and access to vehicle (an asset).
- Experience with Raiser's Edge or relational databases (an asset).
- English/French bilingualism (an asset).

For consideration, please submit your resume and cover letter to [careers@unicef.ca](mailto:careers@unicef.ca) by **January 8, 2017**. Please attach your cover letter (including salary expectations) and resume as one document and reference "**Senior Development Co-ordinator**" clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.

