



## 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:

### Co-ordinator, Fundraising Special Projects

(6 month contract starting in May, full time, based in Toronto)

Reporting to the Director of Development, this position will provide support to the lead teams developing and implementing the 25<sup>th</sup> Team initiative including the Corporate, Media and Communications and Major Donor (MD) teams. The incumbent will play a key role to allow this initiative and related opportunities to be maximized. He/she will work across departments on a wide range of activities and is primarily focused on providing support to fundraising goals and the organizational focus on building high-value partnerships.

The responsibilities of the position will include (but are not limited to):

#### *Communications /Media support (30%)*

- Support the planning and execution of media activities related to the 25<sup>th</sup> Team, including developing media lists and writing pitches, backgrounders and FAQs for media kits.
- Providing logistical support for the planning and execution of the media aspects of events and attend events as needed in support of the communications team.
- Provide general support to the Communications/Media team as it relates to the 25<sup>th</sup> Team and High Value partnership projects.

#### *Project management/logistics and administrative duties (50%)*

- Support the development team to develop and implement the 25<sup>th</sup> team initiative – collateral materials and processes.
- Provide support and ensure the proper implementation and tracking of the 25<sup>th</sup> Team event logistics – including but not limited to collating information, product shipping and tracking and printed material oversight.
- Collaborate with the development team to ensure strong management and tracking of the donor stewardship cycle including data entry requirements.
- Support the 25<sup>th</sup> Team marketing and collateral documentation proofing and distribution

management internally.

- Support other administrative needs including travel bookings and management for internal team
- Participate in 25<sup>th</sup> Team meetings and select special events

*Prospecting/research and data collection (10%)*

- Support to the New Business Development tracking and research process
- Support the tracking of the corporate 25<sup>th</sup> Team connections and solicitations
- Support the tracking of individual 25<sup>th</sup> Team connections and solicitations
- Support the management of donor data collection and input

*Administrative (10%)*

- As available, provide support to the MD team on special projects and on crossover projects that could leverage opportunities between 25<sup>th</sup> team and other Major Donors
- Support the CE team as available on special projects.
- As needed, provide support to communications and media relations activities that are not related to the 25<sup>th</sup> Team.

The ideal candidate will have:

- A post secondary degree/diploma with a focus in fundraising, event planning, administration or other related discipline.
- A minimum of one (1) to two (2) years work experience preferably in fundraising, event planning or administration.
- The ability to work in a fast paced environment, prioritize and multi-task, while being organized, detail-oriented, with strong follow through.
- Superior verbal and written communication skills.
- Excellent computer skills (Microsoft Office).
- Experience with Raiser's Edge or other relational fundraising databases (an asset).
- French language skills (an asset).

For consideration, please submit your resume and cover letter to [careers@unicef.ca](mailto:careers@unicef.ca) by **April 27<sup>th</sup>, 2015**. Please attach your cover letter (including salary expectations) and resume as one document and reference **"Co-ordinator, Fundraising Special Projects"** 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 a 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.