



## 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:

### Development Co-ordinator

(Permanent, Full time, based in Toronto)

Reporting to the Development Manager, the Development Coordinator works within the Community Engagement (CE) 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 school and community fundraising, as well as relationship management.

This role is responsible for supporting relationships with major-donor schools and community event organizers. Using a strong sales background, this role will also prospect and cultivate new partnerships and/or build on existing relationships to grow revenues in existing and new channels. This role is personally responsible for revenue generation within the CE and Corporate Partnership teams.

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

#### *Revenue Generation (40%)*

- Support fundraising activities including tracking of fundraising for auditing purposes, navigation on digital platform, and donor impact reporting.
- Support and Steward Community Event donors.
- Coordinate fundraising activities, maintain and steward existing groups within the CE portfolio.
- Represent UNICEF at fundraising events as required and engage community stakeholders to support UNICEF's mission.
- Cultivate new event supporters as appropriate.
- As required, provide support for additional development activities determined organizational priorities.
- Build new partnerships within the community portfolio to grow revenue.
- Collaborate with other fundraising channels for cross-revenue generation and integration.
- Coordinate the team planning for the marketing calendar to maximize our communication using website, and other communication platforms and tools.



*Program Management (40%)*

- Support the development and execution of solicitation and activation plans for the National UNICEF Day campaign, including content and collateral development, communication plans, PR and logistics as necessary.
- Develop and implement strong stewardship tools/approaches to ensure partners are engaged with UNICEF on an on-going basis.

*Operational Management (20%)*

- Recruit and manage interns for solicitation, donor engagement and administrative support.
- Contribute to the development and implementation of annual operating plans, collaborating with Directors and program managers on annual budgets and program review, ensuring that fundraising activities align with operational requirements .
- Track all fundraising activity using Raiser's Edge (RE).

The ideal candidate will have:

- A post secondary degree/ diploma with a focus in fundraising, marketing, sales, or other related disciplines.
- A minimum of 1-2 years work experience in fundraising, marketing, event planning or sales.
- Proven experience working with stakeholders at all levels, with strong customer service skills and sound judgement.
- Experience in managing and co-ordinating events/promotions/community engagement activities.
- The ability to analyze, asses and work independently in driving new initiatives or enhancing existing programs.
- The ability to build new and long-term relationships with prospects, donors and volunteers; take creative approaches towards cultivation and stewardship.
- Exceptional verbal and written communications skills, including public speaking.
- Experience in recruiting and managing people.
- A valid driver's license and access to a vehicle.
- Excellent computer skills (Microsoft Office).
- Experience with RE or relational 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 **November 2<sup>nd</sup>, 2014**. Please attach your cover letter and resume as one document, and reference the title of the position clearly in the subject heading.