



Tropicana Community Services, a Toronto-based multi-service organization, provides all youth, newcomers, people of Black and Caribbean heritage and others in need with opportunities and alternatives that lead to success and positive life choices. Our mission is achieved through culturally appropriate programs such as counselling, child care, educational and employment services and youth development. For more information, visit www.tropicanacommunity.org

Job Title: Resource Development Coordinator

Primary Function: To source and implement strategies for obtaining both financial and in-kind resources for the agency

Responsibilities:

- Grant/Proposal writing
- Research and identify viable donation sources
- Donor stewardship
- Develop sponsorship packages and secure corporate sponsorship for programs and events
- Conduct and lead solicitations with corporate and individual donors
- Oversee all corporate partnerships throughout the agency
- Develop and manage fundraising campaigns
- Monitor and evaluate fundraising activities to ensure goals and timelines are met
- Assist in the design and delivery of special events and campaigns
- Ensure donor and member databases are kept current
- Networking and soliciting new prospects
- Function as staff representative on the Fundraising Committee
- Other duties as assigned

Skills & Qualifications:

- 2+ years in fundraising required
- Post Secondary degree/diploma in fundraising preferred
- Outstanding oral and written communication skills
- Detail oriented with strong project management, analytical and organizational skills
- Excellent research and editing skills
- Knowledge of social media and best practises for engagement and fundraising
- Intermediate knowledge of Microsoft Office Suite
- Experience networking and making relevant contacts
- Membership in the Association of Fundraising Professionals (AFP) preferred

- Knowledge of the non-profit sector
- Knowledge of the Caribbean community an asset
- Ability to maintain a high degree of confidentiality

Working Conditions:

Reports to: Manager, Community Relations and Resource Development

Locations: Main Office and Public Locations

Regular Hours: 35 hours/week

Extended Hours: Frequent evening and weekend functions

Closing Date: February 6. 2012

Please send resumes to jobs@tropicanacommunity.org