



Partner Relations Coordinator: Part-Time (24 hours to start)

### **Toronto City Mission**

Toronto City Mission (TCM) is a charitable organization that focuses on building loving relationships to bring hope to children and families impacted by poverty. We help children, youth, and adults rise above poverty by providing preventative programs, building relationships, and raising leaders. Our programs are designed to equip them to make wise choices about school, friends, relationships, work, and the future.

As part of the Administrative Team, the Partner Relations Coordinator will primarily be responsible for overseeing the partner relations activities to help fulfill Spark|Purposeful Giving by building a community of prayer, volunteer, and financial supporters.

Reports directly to the Manager of Operations.

### **Spiritual Growth and Development**

Commit to personal spiritual growth and the development of an accountability or prayer group. Be an active member of a local church.

### **Ministry Partner Development**

Commit to raising 100% of personal support; as per the Individual Ministry Partner Development Plan. As opportunities arise, and in coordination with TCM leadership, speak in churches or before other small groups about the work and ministry of TCM.

### **Research**

1. Utilize our donor management system, Donor Perfect, to understand our current donor base, explore, prepare and propose new prospects to the Executive Director
2. Researching, cultivating and recommend major gift prospects to the Executive Director
3. Researching, recommending community partners and contacts.

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## **Cultivation and Stewardship**

1. With the Leadership Team (Executive Director and Manager of Operations) create and execute on the annual fundraising plan.
2. Manage proposal deadlines and submissions.
3. Write funding proposals for foundations, governments and corporations and major gift donors.
4. Maintain sponsor/granting relationships and ensure that all reporting, benefits or promises to sponsors are fulfilled.
5. With the Development team cultivate community partners and contacts.
6. Assist in developing and executing a strategy for in-kind donations
7. Assist in developing and executing a targeted planned giving program
8. Stewardship activities. I.e. Thank you letters, phone calls, visits.

## **Event Planning**

1. Lead the planning and execution of events (SpikeBack, Strikeout, Run for TCM, third-party events, AGM, etc.)
2. Responsible for event budget development, event contracts, sponsorship, and expense management
3. Administer the use of s online fundraising tools for third-party and TCM organized events
4. Plan and ensure that stewardship is administered after each event and fundraising project to deepen partner relationships

## **Administration**

1. Participate in bi-weekly staff meetings and monthly prayer meetings
2. Engage in monthly staff care meetings
3. Provide a monthly ministry report
4. Manage donor database using Donor Perfect
5. Collaborate in preparing fundraising reports for the Executive Director and Board
6. General office administrative support (i.e. answering phone, responding to general information inquiries, mail, etc.)

## **Volunteer Coordination**

1. Recruit, supervise, and support committees of volunteers who assist with planning, organizing and implementing fundraising activities



2. Respond to volunteer inquiries and administer the screening of volunteers for all programs

**Qualifications:**

- Committed to personal spiritual growth and the development of an accountability or prayer group. Be an active member of a local church.
- Prior experience in fundraising for a non-profit organization is an asset.
- A passion and vision to see families impacted by poverty lead transformed lives
- Strong capacity for organization, managing conflicts, and problem solving
- Reliable, take initiative, and self-motivated
- Embrace and adapt to growth, change, innovation and creativity
- Strong team player and interpersonal skills
- Fluent in English (written and oral) and excellent communication and administrative skills.

**Compensation**

Salary based on a faith support model.

*Interested candidates should send a cover letter including their motivation for ministry and resumé to Dorothy Wong at [d Wong@torontocitymission.com](mailto:d Wong@torontocitymission.com).*