Partnership Development Coordinator

The Organization

We value and celebrate diversity: We are committed to a selection process and work environment that is inclusive and barrier free. We encourage applications from all backgrounds and communities and are committed to having a team made up of people with diverse skills, experiences, and abilities. We actively encourage BIPOC and LGBTQ+ applicants to apply and we value the positive impact that diversity has on our teams. We are committed to equity, diversity, and social inclusion within our workforce and in all opportunities provided at StepStones. Accommodations will be provided in accordance with the Ontario Human Rights Code.

StepStones for Youth (www.stepstonesforyouth.com) is an innovative and dynamic charitable organization in Toronto dedicated to providing intervention and sustainable support for children and youth. Many of these youth are exiting the foster care and group home system or are currently living in foster homes and shelters.

Our goal is to create positive and meaningful connections; increase school engagement, high school graduation, and post-secondary enrolment; and increase stable housing, improved mental and physical health, and strong support networks. StepStones adheres to a "whatever it takes" approach to servicing youth and we go above and beyond to support their needs.

Why Work With Us:

- **Comprehensive Benefit Package:** includes 2K to paramedical services, and Short Term and Long-Term Disability including an Employee Assistance Program (EAP) & Grief counselling available free of charge (in addition to benefits) for work related incidents
- **Time-Off:** 3 weeks-vacation with a 1-day vacation increase per year worked, up to 25 days vacation
- **Leave:** 8 sick days, 1 personal day, 1.5 medical appointment days, bereavement allowance
- **Professional Development:** Training allowance of $700 per year
- **Reimbursements:** Mileage provided at a competitive rate and all staff are given a petty cash budget
- **Tools you need to succeed:** All staff receive a MacBook, iPhone, Headphones and access to our mobile friendly CRM system! PPE is also provided.
- **Flexible work hours:** Work on your time when needed
- **Extended Break:** 1.5 lunch break healthy living program when you exercise for 30 minutes during lunch

The Opportunity

StepStones for Youth is seeking a Partnership Development Coordinator to support the transformation of the organization.

This position works in collaboration with the Development Manager in the development and implementation of current and new fundraising programs and plays a key role in identifying and securing leadership donations.

What you will be responsible for:

- Identifying and growing annual fundraising efforts including major donor acquisition and stewardship;
- Fostering positive relationships with key stakeholders and partners and develop these relationships for future fundraising opportunities;
- Seeking out new donors and donor engagement opportunities and fostering relationships to secure funding;
- Using our CRM system to track contacts, donations, report on activities, and produce reports to demonstrate growth;
- Bringing forward new ideas/thought leadership/challenges to the status quo;
- Supporting all fundraising and stewardship events;
- Helping with ongoing program initiatives; ensuring alignment between stakeholders with program needs and data needs;
- Developing and maintaining effective working relationships with staff and volunteers.

What we're looking for:

We are seeking a personable and energetic individual who thrives when interacting with people, whether in-person, on the phone, or online. The ideal candidate is comfortable engaging with a wide variety of individuals, is an excellent communicator, and is ready to meet (and exceed!) the needs of our supporters.

- Eager to learn, values organization, and keen time management skills; accountability, reliability, flexibility and punctuality; and the ability to adapt effectively and independently under the pressure of tight timelines, competing priorities and emergent issues.
- Highly effective written and oral communication, problem solving, advocacy, and interpersonal skills;
- A thorough understanding of anti- oppression, anti-Black and Indigenous racism values and principles and an appreciation of and ability to work with diverse communities.
- Post-secondary education in Fundraising, Communications, Business, or related field is an asset.
- A minimum of 3 years' experience in a related position, sales position, or senior customer service position.
- Access to a vehicle and a valid full G Class Ontario Driver's License with appropriate insurance is preferred.

This position will require in-office and in-person interactions

We thank all applicants for their interest in this position; however, only those applicants will be selected for an interview will be contacted. No phone calls or in person submissions please.

Apply here: https://pesceandassociates.talentnest.com/en/posting/143927/location/172886