



Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

We are currently looking to hire a:

Fund Development Coordinator
1 – Full Time, Permanent (35 hours/week)

Reporting To: Director, Communications and Development

This position will work closely with the Director, Communications and Development and the Coordinator of Communications and Development on the following:

Fundraising:

- Collaborate closely with the Director of Communications and Development to inform, implement and evaluate an annual fundraising plan.
- Assist in development and implementation of targeted fundraising appeals and the annual campaign.
- Deliver fundraising and list-building campaigns, assisting in strategy development to execution (including campaign briefs, timelines, data segmentation, A/B testing, optimizations, and KPI results monitoring.)
- Lead, with the support of a volunteer team and oversight from the Director, the planning and execution of SCHC's annual fundraising event and activities.
- Monitor third-party events and document in-kind donations through community drives for food, clothing, or hygiene items.
- Assist in coordinating high-priority projects, events, and ad-hoc requests, ensuring alignment with SCHC's strategic goals.
- Share in the research, writing and management of compelling grant proposals that align with SCHC's strategic goals, tracking deadlines and reporting to funders.

Donor and Community Partner Development and Engagement:

- Collaborate with the Director on a donor engagement and retention strategy to produce regular updates, funder-specific content, and materials that reflect SCHC's impact. Identify and share engagement opportunities tailored for individual donors, corporate partners, and other stakeholders.
- Help in the identification of donor prospects and solicitation plans to build a robust donor pipeline.
- Connect with donors through meetings and personalized communications, ensuring consistent engagement and retention. This includes managing regular thank-you processes and crafting stewardship initiatives.
- Adhere to community and donor-centric fundraising principles, focusing on building genuine relationships and fostering mutual support among community members, donors, and partners.
- A passionate advocate for health and well-being of diverse and marginalized communities in Scarborough.

Development Communications and Marketing:

- Work closely with the Coordinator of Communications and Marketing on developing videos, articles, social media posts, and press releases to share the impact of donations and generate awareness of funding needs.
- Utilize templated materials and the visual style guide to ensure consistency and brand cohesion across all communications materials, including newsletters, blog posts, and email communications.
- Produce impact-driven client and donor stories and media to promote fundraising activities on SCHC's various media channels, including external newsletters and in annual reports.
- Contribute to the production of quarterly impact reports and targeted email campaigns, sharing the outcomes of SCHC's programs and inspiring continued support from the donor community.
- Ensure accuracy, consistency in tone, and adherence to the SCHC brand and communications guidelines.

Technology, Data Management, Quality Control and Admin Support:

- With Director's guidance, perform content updates and management of relevant Donation and Get Involved pages on SCHC's website.
- Effectively utilize a donation software platform, producing regular and periodic reports for campaigns and events. Ability to evaluate against goals and recommend improvement plans.
- Provide administrative and office management support, ensuring organized tracking of funds raised by project, deadlines, and key performance metric reporting.
- Assist in developing quarterly progress updates.
- Stay aware of new technologies, strategies, and changing trends in philanthropy to improve fundraising results and build greater financial sustainability for the organization.
- Ensure tax receipts are issued correctly and in a timely fashion.
- Adheres to the SCHC Code of Conduct, Confidentiality and Conflict of Interest policies.

Internal Communications and Coordination:

- Coordinate with program teams to align messaging and share impactful client and community stories highlighting SCHC's holistic care approach.
- With support from the Director, implement an annual United Way employee campaign to build a culture of philanthropy within SCHC.

Qualifications:

- Post-secondary degree or graduate certificate in fund development, event planning, grant writing, or a related field required.
- Experience working within the not-for-profit or healthcare sector is an asset.
- 2–3 years of experience in fundraising.
- Proficiency in Microsoft Office, content management systems (e.g., WordPress), social media tools (e.g., Hootsuite, Canva), and data analytics for digital media.
- Strong written and verbal communication skills, with a demonstrated ability to craft persuasive appeals, campaigns and grant applications.
- Written and verbal fluency in languages beyond English is an asset.
- Ability to work independently and as part of a team to prioritize and support strategic communications goals.
- Commitment to SCHC's mission, ability to work with diverse populations, and understanding



of cultural sensitivity in Scarborough neighbourhoods.

- Subject to police reference check as per organization policy.

Remuneration: \$25.60 - \$28.91

Band: H

Please apply in confidence to HR by email: Recruitment@schcontario.ca

We would like to thank all applicants; only those invited to interviews will be contacted.

Note: Please quote **EDC** in the subject line.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.

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