

Position: Donor Relations Coordinator (union position)

Company: Community Living Ontario (CLO)

Type: 1 Full-Time Permanent Position

Classification: Hybrid – Toronto Office and Home Office

Work Hours: 37.5 hours weekly

Location: 1 Valleybrook Drive, North York, ON M3B 2S7

Imagine a job where **you** can use your exceptional interpersonal skills to inspire donor support and help Community Living Ontario meet its fundraising goals.

Imagine a job where **you** will play an integral role in championing our mission and helping our community thrive.

Add a collaborative team, a meaningful variety of work, and an excellent work-life balance—and you've imagined a job at Community Living Ontario (CLO).

About CLO

Community Living Ontario's number one goal is to advocate alongside people with intellectual disabilities, their families, and our member organizations to build inclusive communities across Ontario. We envision an Ontario where everyone belongs, is valued, and has the freedom to live the life they choose. Those who share our vision make incredible team members at CLO.

The Right Fit

At CLO, we value the kind of person you are. We prioritize respect, empathy, and a commitment to growth. When we hire, we look for someone who thrives in a collaborative, mission-driven environment.

You Will Thrive Here If You Are:

- **An Excellent Communicator** – You will regularly connect with current donors and prospect for new ones. Your communication style must be confident, positive, clear, and reassuring.
- **Skilled in Building Relationships** – You have a natural ability to build rapport and trust quickly with both prospective and existing donors. You're comfortable making cold calls and engaging in meaningful donor conversations.
- **Resilient** – You are self-motivated and proactive, with the ability to stay focused and enthusiastic—even when faced with challenges or rejection during donor outreach.

The Position

The Development Coordinator is responsible for maintaining and expanding a portfolio of corporate partnerships that generate critical revenue and support the mission and initiatives of Community Living Ontario. This role is central to developing, promoting, and securing sponsorship opportunities, growing the Strategic Partnership Program, and supporting broader fund development efforts. Responsibilities include donor acquisition, stewardship, relationship management, and ensuring the accuracy and integrity of the donor database.

The Package Includes:

- **Starting Salary:** \$53,056 per year
- **Comprehensive Benefits:** Includes vision and life insurance
- **Paid Time Off:** 3 weeks of paid vacation
- **Professional Growth:** Opportunities for continuing education
- **Retirement:** Employer-matched RRSP

What You Will Be Responsible For:

- Collaborating with the Director of Marketing, Communications, and Development to create strategies for corporate and sponsorship revenue growth
- Developing, forecasting, executing, and evaluating strategies for new donor acquisition and growth
- Managing a portfolio of corporate donors, including cold calls, visits, and stewardship to build and maintain strong relationships
- Designing tailored corporate partnerships through CLO's Strategic Partnership Program
- Leading workplace giving initiatives within corporate accounts, including employee giving campaigns
- Maintaining in-depth knowledge of CLO's priorities, projects, and progress to craft compelling narratives that drive support
- Overseeing budgets and profitability forecasts related to corporate partnerships
- Managing the Anne Stafford "Light Up the Future" Bursary and coordinating the bursary committee
- Working with the Marketing and Communications team to produce effective fundraising materials for prospective contributors

What Makes You the Ideal Candidate?

- A post-secondary degree in Non-Profit Studies, Business Administration, or equivalent education/experience
- Minimum 2 to 3 years of experience in corporate sales or fundraising
- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)



- Experience with donor database systems (e.g., eTapestry) is an asset
- Strong ability to engage professionally with prospects, business leaders, and decision-makers
- Solid understanding of effective donor cultivation and solicitation principles
- Excellent interpersonal skills and the ability to work diplomatically and with sensitivity in diverse environments
- Proven ability to manage multiple projects, prioritize tasks, and meet deadlines in a dynamic setting
- Commitment to outstanding customer service, including resolving issues promptly and effectively
- High level of integrity, confidentiality, and understanding of fundraising ethics and donor privacy
- Strong research skills and the ability to gather information from diverse sources
- Exceptional verbal and written communication skills
- Experience with graphic design, social media, or marketing-communications tools is an asset

Diversity, Equity, and Inclusion at CLO

Community Living Ontario is committed to building, maintaining, and fostering an equitable, diverse, and inclusive workplace. We strongly encourage applicants from equity-seeking groups to apply. We value the unique perspectives and experiences that every individual brings to our organization.

How to Apply

Please submit your resume to ktaylor@taylormcmahon.com

Community Living Ontario is committed to providing accommodations throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. If you are selected for an interview, please let us know how we can support you in participating fully in the process.

We look forward to hearing from you!