Donor Relations Coordinator

Company: Community Living Ontario (CLO)
Employment Type: 12–18-Month Contract
Work Arrangement: Hybrid – Toronto Office and Home Office
Hours: 37.5 hours per week
Anticipated Start Date: Mid-December 2026 or Early January 2027
Location: 1 Valleybrook Drive, North York, ON M3B 2S7

Imagine a role where you can use your exceptional interpersonal and relationship-building skills to inspire donor support and contribute to the fundraising success of Community Living Ontario.

Imagine a role where your work will help advance an important mission and make a meaningful difference in the lives of people with intellectual disabilities.

Add 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 advocates alongside people with intellectual disabilities, their families, and 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. We welcome individuals who share our vision and are passionate about making a difference.

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 regularly connect with current donors and identify opportunities to engage new ones. Your communication style is confident, positive, clear, and reassuring.
- **Skilled in Building Relationships** – You have a natural ability to establish rapport and build trust with prospective and existing donors. You are comfortable making cold calls and engaging in meaningful conversations that encourage donor support.
- **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 Donor Relations Coordinator is responsible for developing and maintaining corporate partnerships that generate revenue and support the mission and initiatives of Community Living Ontario.

This role plays an important part in identifying and securing sponsorship opportunities, growing CLO's Strategic Partnership Program, and supporting broader fundraising initiatives. Responsibilities include donor acquisition, stewardship, relationship management, and maintaining the accuracy and integrity of the donor database.

The annual salary for this position is $54,648.

What You Will Be Responsible For

- Working with the Director of Marketing, Communications, and Development to develop strategies that increase corporate and sponsorship revenue.
- Developing, implementing, and evaluating strategies for new donor acquisition and revenue growth.
- Managing a portfolio of corporate donors through outreach, cold calling, meetings, and ongoing stewardship.

- Developing customized corporate partnership opportunities through CLO's Strategic Partnership Program.
- Developing and leading workplace giving initiatives, including employee giving campaigns.
- Maintaining a thorough understanding of CLO's priorities, programs, and initiatives to develop compelling fundraising messages.
- Managing budgets and revenue forecasts associated with corporate partnerships.
- Administering the Anne Stafford "Light Up the Future" Bursary and coordinating the bursary committee.
- Collaborating with the Marketing and Communications team to develop fundraising materials for prospective donors and corporate partners.

What Makes You the Ideal Candidate?

- A post-secondary degree in Non-Profit Studies, Business Administration, Communications, Marketing, or a related discipline, or an equivalent combination of education and experience.
- A minimum of 2–3 years of experience in corporate sales, fundraising, or business development.
- Advanced proficiency in Microsoft Office, including Outlook, Word, Excel, and PowerPoint.
- Experience with donor database systems (e.g., eTapestry) is an asset.
- Demonstrated ability to engage professionally with prospective donors, business leaders, and decision-makers.
- Knowledge of donor cultivation, solicitation, and stewardship principles.
- Excellent interpersonal skills, with the ability to work diplomatically and sensitively with diverse individuals and groups.
- Proven ability to manage multiple projects, prioritize tasks, and meet deadlines in a dynamic setting.
- Commitment to providing exceptional service and resolving issues promptly and effectively.

- A high degree of integrity and discretion, with an understanding of fundraising ethics and donor confidentiality.
- 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 and 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

Interested candidates are invited to submit their 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!