



Employment Opportunity

Development Coordinator

Central Administration

Permanent, Full Time – 40 hours/week (onsite)

Flexible work hours may include some evenings and weekends

North York Seniors Centre provides programs and services to promote the physical, emotional and social well being of adults 55+ living in our diverse community.

Responsibilities:

This position reports to the Director, Active Living Centre.

- Develop, implement & evaluate marketing and communication plan initiatives
- Develop, implement & evaluate fundraising plan to meet organizational goals
- Lead, organize, execute & evaluate special events such as annual fundraising & open house events
- Builds and maintains relationships with internal and external stakeholders and community partners
- Manage and update organization's websites and social media channels
- Participate in continuous quality improvement processes and assist the administration team with research and development of best practices
- Promote and maintain a high standard of customer service that is client focused
- Participate in the Outreach Committee and work with other members to attend in-person or virtual outreach meetings and events
- Assists with other related work as required

Qualifications/ Skills:

Education: Post Secondary education in fundraising and/or marketing & communications
Experience: 1-3 years experience with a documented fundraising/marketing portfolio
Other: Strong English communication skills, both written and verbal; other languages an asset
Excellent interpersonal skills
Strong computer skills in a Windows environment, MAC an asset
Strong organization and time management skills
Ability to think creatively about new marketing and fundraising approaches that support strategic directions
A self-starter, able to work independently as well as in a team
Ability to use sound judgment and maintain discretion and confidentiality
Results and detail oriented
Possess a valid driver's license and reliable vehicle, an asset
An enthusiasm for North York Seniors Centre's mission
Compliant to NYSC's Vaccination Policy

Please submit your resume by **Monday, December 12, 2022** to:

Mail North York Seniors Centre,
Human Resource Department
21 Hendon Avenue, Toronto, ON M2M 4G8

E Mail: hiring@nyseniors.org

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.

No phone calls, please.

North York Seniors Centre is an equal opportunity employer. Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.

Posting Date: November 11, 2022