



Junior Fundraising Coordinator

Canada's National Ballet School (NBS) is inviting applications for the **full-time, permanent** position of **Junior Fundraising Coordinator**.

We invite you to join the vibrant staff community of Canada's National Ballet School (NBS). NBS has *300+ employees* supporting programs ranging from professional ballet training, community programs, and ground-breaking health promoting initiatives.

This position plays an important role supporting the Advancement department's fundraising priorities for both Canada's National Ballet School and Canada's National Ballet School Foundation. Reporting to the Manager, Philanthropy and working closely with the Chief of Advancement, the Coordinator supports the identification, cultivation and solicitation of philanthropic gifts from individuals, corporations and foundations.

Major Duties and Responsibilities

- Participate in internal and external meetings related to donor prospecting, renewals, solicitation and gift planning;
- Request, compile, update & organize written program information required for proposals and reports;
- Track and update action items and deadlines (moves management) in donor database (Blackbaud Raiser's Edge) & proactively review timelines and deliverables with Management;
- Create fundraising status reports (annual appeals and special campaigns);
- Write and format customized letters, proposals and digital materials related to fundraising;
- Call and/or email donors as part of solicitation and stewardship purposes;
- Coordinate all prospect research, including identifying potential new donors, conducting research, bringing forth new prospects for team discussion, & tracking prospect information in donor database;
- Update donor forms and templates (i.e. donation forms, edge reminders, tax receipts, online forms);
- Perform administration tasks such as list review, coordinate mailings and take meeting minutes;
- Support the Chief of Advancement and donor stewardship activities (i.e. support the development of donor reports, send/track donor tax & acknowledgement receipts, research & participate in special projects);
- Required to attend meetings and events outside of usual business hours (online & in person).

Qualifications and Experience

- Post-secondary degree; certificate or training in fundraising or arts management;
- 1+ years working in a charitable sector and/or fundraising environment. Experience in a role with direct fundraising (donor facing) responsibilities considered an asset;
- Demonstrated success in identifying/cultivating/soliciting new donors and increasing support of existing donors;
- High computer literacy required; Microsoft Office & fundraising databases (Raiser's Edge experience a strong asset); proficiency in excel required;
- Ability to prioritize/manage multiple priorities in a fast-paced & goal-oriented environment; strong attention to detail;
- Ability to adhere to organizational processes and deadlines; understands fundraising & best practices;
- Exceptional interpersonal communication (written/verbal); remain professional under pressure.

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Join our team today! Please email your resume and cover letter **with salary expectations**, to careers@nbs-enb.ca and indicate **"Jr. Fundraising Coordinator - 2023"** in the subject line.

About NBS

At NBS, excellence, access and inclusion fuel our belief in sharing the transformative power of dance. This is what drives our commitment to making dance a part of all Canadians' lives. For 60+ years, NBS has been Canada's leader in ballet education, developing and evolving pedagogy and practices to center the dancer's experience and wellbeing.

We recognize our responsibility, as Canada's largest arts training organization and one of its oldest, to address racialization and anti-Black racism, reconciliation with Indigenous peoples and systemic oppression within the sector and beyond. Central to this mission is a commitment to equity-informed practices; driving systemic, progressive change by evolving dance education. Building an inclusive sense of belonging at NBS for every dancer and employee is the School's primary imperative.

NBS continues to use evidence-based practice to address barriers and expand our program offerings to engage more people than ever before; striving to reach individuals and communities historically and presently underrepresented within the art of ballet.

To realize its mission, NBS strives to:

- Increase the relevance of the art of ballet in the lives of all Canadians
- Reflect a vision of leadership that touches more communities, more partners and greater breadth and depth of talent than ever before
- Address the need to bring new faces to ballet – as prospective professional students and as future enthusiasts for the art form – embracing and nurturing a more diverse spectrum of children and youth to participate in dance and explore training at the highest level
- Deliver the broadest range of impactful, evidence-informed community dance programs of any ballet school in the world

We are dedicated to making our organization stronger by engaging individuals with a wide range of experiences, backgrounds and abilities. When you join us, you will be a part of an organization built on respect, creativity and a shared sense of purpose.

NBS is committed to building a remarkable and talented workforce that is reflective of the diversity in the City of Toronto. We strongly encourage applications from all qualified individuals, especially welcoming those with diverse intersectional identities who can provide different perspectives and contribute to the further diversification of ideas.

We are committed to inclusive and accessible employment practices. Should you require accommodation at any stage of the recruitment process, we ask you to please make your needs/requirements known.