



## **Development Assistant**

### **Organizational Profile**

Vision – A community where all members are able to meet their food needs.

Mission – To engage our community in meeting the food needs of northern Toronto by providing dignified food assistance, education, focused advocacy and long-term food solutions.

North York Harvest Food Bank has been the primary food bank in northern Toronto since 1986. Last year we distributed over 2 million pounds of food through our 40 member agencies and 77 community programs, serving over 47,000 individuals.

### **Position Summary**

As a key member of the North York Harvest development team, the Development Assistant offers support in donor data management, and cultivation and stewardship of current and prospective donors. The role will also provide administrative support to the Development Team and its initiatives to further the fundraising goals of North York Harvest.

### **Reporting Relationship**

The Development Assistant reports to the Senior Development Officer

### **Qualifications**

- A minimum of two years of relevant experience
- Advanced skills in Microsoft Office and Google applications
- Working knowledge of Constituent Relationship Management database (preferably Raiser's Edge)
- Experience working at multi-stakeholder not-for-profit is considered an asset
- Outstanding focus and attention to detail along with high degree of accuracy
- Exceptional organizational and planning skills, and the ability to effectively manage multiple projects from conception to completion with tightly prescribed timelines
- Outstanding customer service and relationship management skills
- Highly effective and clear written and verbal communication skills
- Show initiative and strong capacity for problem solving
- Ability to build and foster reliable work relationships within a diverse work environment
- Able to work evenings and weekends for special events or during peak periods



The job description provided is not meant to be an exhaustive list. An individual may be required to perform other tasks which may not be listed but are consistent with the general intent of this role.

**Terms:**

Full time, permanent (37.5 hours per week)

\$34K-\$41K per annum plus benefits

Please forward cover letter and resume to Henry Chiu ([henry@northyorkharvest.com](mailto:henry@northyorkharvest.com)) no later than September 4, 2020. Please quote the job title in the subject line. We thank all applicants for their interest, however, only those to be invited for an interview will be contacted.

**Note:**

- Applicants must be legally entitled to work in Canada.
- North York Harvest Food Bank is committed to employment equity and encourages applicants from equity seeking groups. We recognize a range of lived and work experience as being valuable to our work and encourage interested parties to apply.