



## **Development Assistant**

### **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 support to the development team and its initiatives to further the fundraising goals of North York Harvest.

### **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.

### **Reporting Relationship**

The Development Assistant reports to Donor Relations Manager / Senior Development Officer

### **Qualifications**

- A minimum of 3 years direct related experience working in fundraising in a non-profit organization
- Demonstrated experience in using Constituent Relationship Management database required (Raiser's Edge experience preferred)
- Knowledge of CanadaHelps, A.K.A. Raisin (or equivalent) considered an asset
- Familiarity with gift processing and/or fundraising principles
- Knowledge of CRA guidelines an asset
- Advanced skills in Microsoft Office and Google applications
- Outstanding focus and attention to detail along with high degree of accuracy
- Demonstrated analytical and problem-solving skills
- Ability to take initiative, and develop and implement process improvements
- Ability to manage multiple projects, set priorities and meet strict deadlines
- Highly effective written and verbal communication skills
- Solid customer service skills with the ability to build and foster reliable work relationships within a diverse work environment
- Ability to work within a flexible schedule, including occasional evenings and weekends as required



### **Responsibilities**

- Maintain and improve donor relations by ensuring accurate and timely handling, processing, receipting, and acknowledgment of gifts
- Generate customized queries and reports
- Audit database record for accurate coding, maintenance of constituent records and data integration
- Respond to donors' concerns with discretion, insight, tact and sensitivity.
- Support the development team to successfully cultivate, solicit and steward donors and prospects to meet the fundraising goals of North York Harvest
- Other administrative duties as assigned.

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

37.5 hours per week

\$34,000-\$41,000 per annum plus benefits

Please forward cover letter and resume to [maria@northyorkharvest.com](mailto:maria@northyorkharvest.com) no later than January 29, 2021. 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.