



External Posting:

Position Title: Community and Corporate Fundraising Specialist

Department: Development

Reports to: Community and Corporate Fundraising Manager

Direct Reports: N/A

Organizational Profile:

Since 1985, North York Harvest Food Bank has been the primary food bank in northern Toronto. Last year, we distributed over 3 million pounds of food through our 35 Partner Agencies.

An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our mission is 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. We believe in access and inclusion, collaboration, integrity, and excellence.

Position Summary:

The Community and Corporate Fundraising Specialist will lead North York Harvest Food Bank's (NYHFB) efforts to acquire, engage, steward, and retain corporate and community relationships and donors in support of our mission. This role will be responsible for enhancing our public image, engaging key stakeholders, and building community support. The selected candidate will actively engage with the community, building relationships with corporate and community partners to strengthen our network and support our mission. The ideal candidate will be a dynamic and results-driven professional with exceptional relationship-building skills, strategic thinking, and a passion for innovative fundraising.

Hours:

37.5 hours per week.

Compensation:

Salary range is \$69,791 - \$82,115 per year, plus comprehensive extended Health and Dental Benefits (after 3 months), defined benefit pension, and three weeks paid vacation.

Key Responsibilities and Duties:

Community and Corporate Fundraising:

- Identify, cultivate, and engage corporate and community prospects through outreach activities including email, phone calls, site visits, school visits, networking events, and presentations.
- Build and manage a strong pipeline of corporate, community, and cause-marketing partners to meet and exceed fundraising targets.

- Support the full fundraising cycle, including prospecting, solicitation, stewardship, retention, and reporting.
- Lead the coordination and execution of community fundraising initiatives including food and fund drives, peer-to-peer campaigns, third-party events, and virtual fundraising activities.
- Serve as a key point of contact for community and corporate partners, providing guidance, resources, and support to ensure successful fundraising campaigns.
- Represent North York Harvest Food Bank as an ambassador in the community, building relationships that advance the organization's mission, vision, and values.

Food Sorting & Events:

- Coordinate and oversee corporate and community food sort events in collaboration with the warehouse team, ensuring seamless planning and execution.
- Foster meaningful engagement opportunities that deepen understanding of food insecurity and strengthen supporter connection to North York Harvest Food Bank's work.
- Support the planning and execution of donor and community engagement events that build awareness, stewardship, and long-term support.

Donor Engagement & Stewardship:

- Develop and implement stewardship strategies to cultivate, engage, and retain community and corporate supporters.
- Maintain strong relationships with current and prospective partners through timely communication, impact reporting, and meaningful recognition.
- Support customized engagement opportunities that strengthen long-term partnerships and increase fundraising results.

Database Management:

- Maintain accurate and up-to-date donor and partner records in Raiser's Edge, ensuring compliance with CRA regulations and privacy standards.
- Generate reports and analyze fundraising performance data to inform strategy and support team goals.
- Provide administrative and operational support to ensure the effective execution of fundraising and community engagement initiatives.

Organizational Responsibilities:

- Collaborate across departments, particularly with Operations.
- Actively contribute to a supportive and inclusive team that works together efficiently, effectively, and respectfully.
- Perform other duties as assigned.

Qualifications: Knowledge/Skills/Abilities:

Education:

- An equivalent combination of post-secondary education in a relevant field and/or relevant on-the-job experience.

Experience:

- Minimum of 2-3 years of experience in fundraising, sales, or a related role, with a focus on corporate and community partnerships.
- Proven track record of meeting or exceeding targets and developing successful donor relationships.
- Strong project management skills with the ability to manage multiple priorities and meet deadlines.
- Exceptional communication and interpersonal skills, with the ability to engage and inspire diverse audiences.
- Proficiency in Raiser's Edge or similar CRM systems.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.
- Passion for social justice, food security, and a strong commitment to the mission of North York Harvest Food Bank.
- A valid G class license with access to a vehicle is necessary; accommodations for transportation requirements will be considered to ensure equal opportunities for all candidates.

Working Environment and Conditions:

- The position is full-time.
- Ability to work occasional evenings and weekends.
- Physical environment: Typical office and typical office equipment; and work in multiple office and community settings, in shared space and artificial lighting.
- The Community and Corporate Fundraising Specialist will work onsite at NYH's main location (116 Industry Street, soon to be 4048 Chesswood) and in the community.
- Travel to offsite locations is required.
- To be able to work remotely, the incumbent must have access to a stable internet connection.

Physical and Sensory Demands:

- Extended periods of desk work.
- Standing during public events and program activities.
- Engaging in repetitive and/or precise hand/finger movements.
- Strong attention to detail.
- Bending and twisting as needed.
- Proficient operation of various equipment, including computers and office devices (e.g., photocopier, telephony, etc.).
- Exposure to household products and various scents may be encountered in the workplace.

All interested candidates should submit a PDF cover letter and resume to Natasha Bowes, Director of Development and Marketing, at natasha@northyorkharvest.com by **Tuesday, June 30th**. Interviews will be conducted on a rolling basis. Please include "Community and

Corporate Fundraising Specialist application” in the subject line. Applicants must be legally eligible to work in Canada.

NYHFB is committed to employment equity and encourages applicants from equity-seeking/equity-deserving groups. We recognize that lived experience is as valuable as formal education and as such encourage members of the NYHFB community to apply (employees, volunteers, community partners, and/or clients). We strive for a workplace that reflects the diversity of the community we serve and in which we live.

NYHFB has an accommodation process in place. Applicants requiring accommodation because of a disability or medical need are asked to make their needs known in advance. Information received related to accommodation requests will be treated with confidentiality.

We welcome all applicants; however, only those invited for an interview will be contacted.