



Young Adult
Mental Health
stellasplace.ca

THE FUTURE OF MENTAL HEALTH



@stellasplacecanada



/stellasplace



@Stella's Place



@stellasplaceca



@stellasplaceca

POSITION TITLE: Development & Database Coordinator

SALARY RANGE: \$48,000-\$56,000

LOCATION: Toronto - in office and temporarily home based due to COVID-19

APPLICATION CLOSING DATE: November 2, 2021

ORGANIZATION:

Stella's Place focuses on integrating peer support with evidence-based treatment using modalities such as DBT, mindfulness-based stress reduction, counselling, whole health, and recovery supports. Every program has been co-designed by young adults and content experts at Stella's Place, in order to support young adults who are struggling with their mental health.

Mission: Partnering young adults and professionals to provide a collaborative, innovative model of mental health services.

Vision: Healthy, resilient young adults living the lives they choose.

Values: At Stella's Place, we fundamentally value the capabilities and contributions of young adults, as we seek breakthrough innovations that benefit our community and society as a whole.

POSITION:

The Development & Database Coordinator is responsible for helping to meet the organization's fundraising goals by stewarding and growing Stella's Place's donor base. Through excellent database management, creative donor recognition, and community engagement, the Development & Database Coordinator contributes to donor retention and the growth and diversification of revenues.

RESPONSIBILITIES:

DATABASE ADMINISTRATION

- Plans, develops, implements and manages the ongoing integrity, accuracy and security of Stella's Place Development Database
- Responsible for tax receipting and acknowledgement process
- Provides database support & training as required



- Prepares monthly fundraising reports and analysis as well as other database reports as required
- Liaises with Finance Department for monthly & annual reconciliation & CRA T3010 reporting

DONOR STEWARDSHIP

- In coordination with Manager of Communications, Marketing & Stewardship and other staff, plans and executes donor recognition strategy (events, communications, donor wall & thank you gifts)
- Independently handles donor stewardship and recognition activities such as preparing mail merge thank you letters, donor stewardship packages, tax receipts and other donor communication as needed

COMMUNITY ENGAGEMENT

- In coordination with Manager of Communications, Marketing & Stewardship, acts as liaison with community event organizers to assist with logistics and promotion
- Stewards third party event organizers and identifies opportunities for growth, partnership and cross promotion
- Occasional evening and weekend work is required

QUALIFICATIONS

1. University Degree, College Diploma or a combination of relevant experience 2+ years or more within a charitable/not-for profit organization
2. Strong CRM database skills: preferably experience with Donor Perfect, Constant Contact and akaRaisin
3. Strong computer literacy: MS Office (Outlook, Word, Excel, Power Point), Google Suite of Products; familiarity with graphic design software an asset
4. Deadline and results-oriented, with excellent attention to detail and accuracy
5. Excellent relationship building skills
6. Experience working with diverse communities
7. Exceptional written and oral communication skills
8. Strong organizational and analytical skills
9. Evidence of leadership, initiative, diplomacy and creativity



Young Adult
Mental Health
stellasplace.ca

THE FUTURE OF MENTAL HEALTH



@stellasplacecanada



/stellasplace



@Stella's Place



@stellasplaceca



@stellasplaceca

10. Demonstrated ability to collaborate with colleagues and volunteers
11. Ability to communicate the vision and key messages of Stella's Place to the community

REPORTING:

Communication, coaching, mentoring, professional development, and evaluation will take place with the Communications, Marketing and Stewardship Manager on a regular basis.

You will work five days/week primarily 9 a.m. to 5 p.m., with occasional work evenings and weekends required.

SALARY & BENEFITS:

Annual salary - \$48,000-\$56,000

Stella's Place offers a generous health and vacation package; including comprehensive medical, dental and vision health benefits, 3 weeks vacation and 15 health days annually. Vacation increases after one year of service.

DIVERSITY, EQUITY, AND ACCOMMODATION:

Stella's Place is committed to having a workforce that is reflective of the diversity of the City of Toronto in general and of our participants in particular. We strongly encourage applications from racialized persons, indigenous persons, persons with disabilities, persons of diverse sexual orientation, gender identity and gender expression and all those who can provide and contribute to diversification of perspective at Stella's Place.

Stella's Place is committed to hiring practices that are inclusive and barrier free. Stella's Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.

YOUR APPLICATION:

Interested and qualified candidates are invited to submit their cover letter outlining your interest in working with Stella's Place and how you heard about the position (include specific website or network) along with a detailed CV to careers@stellasplace.ca with subject: Development & Database Coordinator by November 2, 2021.



Young Adult
Mental Health
stellasplace.ca

THE FUTURE OF MENTAL HEALTH



@stellasplacecanada



/stellasplace



@Stella's Place



@stellasplaceca



@stellasplaceca

We thank all candidates for their interest. We regret that only those selected for an interview will be contacted.