

Job Title: Development Coordinator, Indigenous Programs

Location: Toronto, Canada (Only candidates who are eligible to work legally without work visa sponsorship in Canada will be considered.)

Contract Type: Full-time (40 hours per week), Permanent

Target Hiring Salary: CAD 55,994 – 60,000 per annum (before taxes)

Target Start Date: As soon as possible

Application Closing Date: September 16, 2025 23:59 EDT

About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Benefits:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our [Culture Code](#) (accept everyone, make things happen, display courage, demonstrate care, and be playful)
- Paid leaves (15 days annual leaves, 3 personal days per year)
- Competitive benefits such as medical insurance, group RRSP plan, and gym membership
- Learning opportunities and 5 learning and development (L&D) days per year
- Flexible work policy
- Maternity/paternity/parental leave top up and support

Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/218679-development-coordinator-indigenous-programs-cno/976502-application-form/en>

As part of our selection process, final candidates will be required to complete security checks and **Vulnerable Sector Check or equivalent criminal record check as a condition of the offer**. More details about our recruitment process is available [here](#). Safeguarding information is available [here](#).

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at careers@righttoplay.com. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

Job Description:

Job Title: Development Coordinator, Indigenous Programs	Grade: 5
Reports to: Senior Development Manager, Indigenous Programs	Location: Toronto, Canada
Direct Reports: None	Department: Canadian National Office (CNO)

1- Purpose:

The Development Coordinator supports the Canadian Corporate Fundraising portfolio and stewardship activities for Indigenous Programs by prospecting, renewing and growing a portfolio of corporate donors totaling \$400k+ while managing corporate grant administration, supporting prospect research for corporate and institutional prospects for Indigenous Programs, and supporting planning of stewardship events for corporate funders of Indigenous Programs.

2- Accountability & Responsibilities:

- **Fundraising and Stewardship** (60%) Steward and renew a \$400,000 portfolio of 15-20 corporate donors supporting Indigenous Programs, including prospecting for new corporate supporters, compiling grant applications, coordinating reporting requirements, and providing high-level donor stewardship. Project manage two annual engagement events around National Indigenous People's Day and National Truth & Reconciliation Day. Support prospect research for institutional prospects and identify grant opportunities for Indigenous Programs.
- **Grant Management** (35%) Coordinate all specialized corporate Indigenous Programs grant reporting deliverables, ensure alignment with global practices, manage existing corporate grants for compliance, lead data collection using measurement and evaluation tools, review contracts and amendments, monitor grant budgets for audit compliance, support quarterly funding priority development, and track grant balances and expiration actions.

- **Systems and Processes** (5%) Ensure accuracy and integrity of donor information in CRM for all Indigenous Program Corporate Donors, maintain quality of external donor communications, collaborate with Operations team on invoicing and data processes, support tax receipting processes, provide administrative support to CNO team, and attend Right To Play signature fundraising and stewardship events.
- Perform other duties as assigned.

3- Scope (geographical and/or functional), Impact and Autonomy

The role operates within Canada with focus on Indigenous communities nationwide. The incumbent manages a \$400,000+ corporate donor portfolio with direct financial impact on CNO fundraising goals. Works independently on day-to-day donor stewardship and grant management activities while seeking supervisor guidance for unusual situations. Has authority over donor data management, grant reporting coordination, and event planning within established procedures and budgets.

4- Leadership and Staff management

This role has no direct reports. The incumbent collaborates across teams including Indigenous Programs CNO revenue leads, CNO marketing and communications team, and the broader Indigenous Programs team.

5- Information requirement for decision-making

The incumbent requires access to donor databases (Microsoft Dynamics CRM), grant reporting systems, financial tracking tools, and measurement and evaluation tools for impact reporting. Information includes donor contact records, gift histories, grant agreements and amendments, budget reports, community data for custom reports, and funding priority documentation. Most information is readily available through established systems, with standard analysis methods used for donor stewardship and grant compliance reporting.

6- Innovation and Improvements

The incumbent is expected to contribute ideas and participate in improvements to Indigenous Programs Fundraising strategy for corporate and institutional fundraising and stewardship. This includes identifying process improvements for donor stewardship workflows, enhancing grant reporting efficiency, optimizing data management practices, and suggesting innovations for donor engagement events. The Senior Manager provides oversight and final decision-making authority for significant changes to strategies and processes.

7- Relationships & Communications: Internal / External:

Internal: The incumbent is expected to contribute ideas and participate in improvements to Indigenous Programs Fundraising Corporate and institutional strategy and grant management administration. This includes identifying process improvements for donor stewardship workflows, enhancing grant reporting efficiency, optimizing data management practices, and suggesting innovations for donor engagement events.

External: Direct relationship management with Indigenous Programs Corporate Donors through in person, phone, email, and event interactions.

8- Expertise (Certifications / Education, Professional Experience/Language)

- Post-secondary diploma or undergraduate degree in Fundraising, Business Administration or related field.
- 1+ years of relevant work experience in a non-profit fundraising environment with donor facing role, grant writing and management experience
- Proven track record providing donors/customers with top quality service
- Experience with CRM data entry
- Excellent working knowledge of Microsoft Office applications
- Solid understanding of fundraising software such as CRM Dynamics, Raiser's Edge or Salesforce
- Ability to quickly learn and apply new technology and system procedures
- Fluency in oral and written English

Desired Qualifications (An Asset):

- Knowledge of Indigenous community development landscape
- Experience within a multi-national non-profit or fundraising for Indigenous communities

9-Core Competences

- **Collaboration:** High level - works effectively across multiple teams including Indigenous Programs, CNO marketing and Operations to coordinate complex fundraising and grant management activities.
- **Resilience:** High level - manages multiple deadlines, responds to urgent donor inquiries, works under pressure, and maintains attention to detail in repetitious work while managing a substantial donor portfolio.
- **Professionalism:** High level - maintains confidential donor information, liaises tactfully with various stakeholders, demonstrates exceptional interpersonal skills, and represents the organization at signature events.
- **Management and Interpersonal Skills:** High level - demonstrates strong communication and relationship skills, ability to multi-task and prioritize, exceptional donor-oriented interpersonal skills, and ability to take initiative to ensure results.

10- Additional Information

The incumbent's job may require occasional travel within Canada to partner communities and support events as needed. The role requires concentration and attention to accuracy, including careful listening and responding to donor needs, as well as verifying and capturing data. Work involves attention to deadlines and some repetitious tasks in an open-minded environment.