



Job Title: Development Officer

Location: 5 - 96 Vine Avenue, Toronto, ON

Employment Type: Full time

Pay and Benefits: Salary: \$52,100 annually, Benefits: Health benefits provided after a 3 month probation period, Vacation: 3 weeks plus office closures at discretion of management.

Application Deadline: Review of applications will begin on **September 9, 2024**. **Applications will be accepted until the position is filled.** Please send your resume AND brief cover letter to info@sistema-toronto.ca. **Incomplete applications will not be considered.**

Sistema Toronto is committed to building a culturally diverse team and will prioritize applications from minorities, women, individuals with disabilities, and members of the 2SLGBTQI+ community. Applicants are encouraged to self-identify in their application.

About Sistema Toronto

Sistema Toronto provides musical and intellectual opportunities to children in underserved communities, with the goal of inspiring transformative social action. We build stronger communities by enabling children to overcome poverty, grow, and thrive as engaged citizens and future leaders.

Sistema Toronto is first and foremost a social development program, using ensemble-based music education to transform the lives of children from marginalized neighbourhoods. Sistema Toronto students work together for 10 hours of weekly instruction. They learn strings (violin, viola, cello, or double bass), winds (clarinet and trumpet), percussion, choir, and Music & Movement while developing important life skills like problem solving, empathy, and self-advocacy.

Job Summary

Reporting to the Director of Development, the Development Officer is responsible for supporting day-to-day administration including donor stewardship, grant writing, data entry, donor relations, and donation related finances. The Development Officer will also work collaboratively with other administrations departments.

Duties and Responsibilities

- Support Director of Development in implementation of the annual development plan aligned with the organization's strategic priorities, including but not limited to: prospect research, grant proposal writing, stewardship reports, and donor relations
- Support all fundraising campaigns and events, including the annual fundraising event, third-party events, and/or other events, online fundraising campaigns, and annual direct mail campaign
- Assist with maintaining up-to-date donor database
- Assist with issuing and tracking thank you letters, tax receipts for donors, and stewardship reports, ensuring that these are completed in a timely manner
- Assist with banking and in branch deposits



- Assist with maintaining accurate organizational calendars and ensuring information is disseminated to the appropriate staff
- Assist with the delivery of student impact survey
- Other
 - Attend classes, workshops and events as needed
 - Other duties as required

Qualifications

- Minimum one to two years progressive experience in fundraising or donor relations capacity
- Post-secondary education in the arts, not-for-profit management, music, or relevant experience
- Comfortable working with and around children
- Excels in a collaborative environment; able to work independently with minimal supervision
- Excellent computer skills and proficiency in MS Office Suite, Google web-based productivity Apps (Docs, Sheets, Slides), Adobe Creative Suite, and database software.
- Excellent verbal and written communication skills
- Strong organization skills and acute attention to detail
- Familiarity with Community Centric Fundraising practices
- Familiarity with CRA donation and receipting guidelines
- Empathy, understanding and diplomacy as it relates to working with members of underserved communities
- Commitment to social justice
- Knowledge of community music in Toronto would be an asset

Working Conditions

- Full-time, 40 hours per week
- Hybrid, work from home and in the office
- Some evening and weekend work may be required

How to Apply

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Because this position will include proximity to children, successful candidates will be asked to provide a current Vulnerable Sector Screening.