



**JOIN OUR TEAM. CHANGE YOUR CAREER. CHANGE THE WORLD.**

## **CORPORATE PARTNERSHIPS COORDINATOR**

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**Organization:** Plan International Canada  
**Reports to:** Senior Manager  
**Location:** Toronto (Mount Pleasant & Eglinton)

### **About You**

Are you passionate about equal rights for all children and equality for girls? Can you see yourself being an integral member of a team that works towards transforming lives in developing countries? Are you confident that you can be part of a high performing team focused on taking our Corporate Partnerships portfolio to new heights?

Are you passionate about supporting a team's success? Are you highly experienced in multi-tasking with a can-do attitude and gain satisfaction knowing your support is helping others achieve ambitious goals as well as your own? Have you had success with curating the coordination efforts of a thriving corporate team? Are you a dedicated team member with a collaborative working style?

### **Why a career with Plan?**

A career with Plan International Canada offers individuals a meaningful experience that drives professional development and a rewarding opportunity to use their skills and talents to help make a difference in promoting child rights to end child poverty. Are you ready for an opportunity to join one of the largest International NGOs in the world, creator of the award winning "Because I am a Girl" global movement, working to end gender inequality and promote girls' rights? Are you excited about playing an important role in determining the future of millions of children and families globally?

Employees at Plan International Canada's National Office strive to make a difference in the lives of children and their families through sustainable, child-focused community development.

Joining our dynamic team of experts and specialists can change your life too!

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. As a member of a diverse, dynamic, high-performing team, each Plan employee is driven to learn, valued for their contribution and approaches each day excited to make an impact.

We are proud of our award winning corporate culture validated by our *Canadian Nonprofit Employer of Choice* award for 2015 and 2016 and *Canada's 10 Most Admired Corporate Cultures* since 2012.

Join our high performing team and change your career...change the world!

### **The Organization**

Founded in 1937, Plan International is one of the world's oldest and largest international development agencies, working in partnership with millions of people around the world to end global poverty. Not for profit, independent and inclusive of all faiths and cultures, Plan International strives for a just world that advances children's rights and equality for girls.

**Because I am a Girl** is Plan International's global movement to transform power relations so that girls everywhere can learn, lead, decide and thrive.

Plan Canada's Toronto and Ottawa-based offices undertake fundraising, donor engagement and public outreach initiatives that support programs that are implemented in more than 50 developing countries across Africa, Asia and the Americas. Plan has a dedicated staff of over 200 employees whose role is to support quality programming in the areas of health, education, water and sanitation, economic security, gender equity, child protection and participation, and humanitarian assistance.

Further information can be found at: [plancanada.ca](http://plancanada.ca).

### **The Position**

The Corporate Partnerships Coordinator is an integral member of the Corporate Partnerships team and will have an opportunity to support the team as part of our overall organizational strategy: 20 Million Reasons.

Working collaboratively with a team of passionate corporate philanthropy professionals, you will be responsible for maintaining our internal document tracking system, being the first point of contact for incoming donor inquiries, collecting research and supporting team members in their prospecting, coordinating comprehensive partnership program audits, liaising with various internal teams related to corporate matters, drafting correspondence, processing and tracking payments, preparing invoices and tracking expenses, maintaining records of prospects, sponsors, and in-kind donors in our donor database, preparing reports from the donor database and calendar management.

Through the use of your well-developed verbal and written communication skills, a deep commitment to understanding donor-centred service, well-developed interpersonal and public relations skills and demonstrated experience in applicable computer programs and donor databases such as Raiser's Edge and Microsoft Office, you will be focused on supporting the administrative and coordination efforts of a thriving Corporate Partnerships team.

### **What does success look like?**

- Timely and efficient coordination based on your fellow team members needs for prospecting, solicitation, cultivation and stewardship efforts.
- With an exceptional passion for providing the best donor experience, the successful candidate will manage a high number of incoming donor inquiries and ensure they are tracked and referred to the appropriate team member.
- Support the team by managing all administrative tasks such as calendar management, mailings, invoices, printing, formatting, database integrity and internal systems.

### **As our ideal candidate you will have:**

- A minimum of three years' experience as a coordinator in a corporate or major gift fundraising environment
- An aptitude to manage multiple tasks while prioritizing requests based the highest priority
- A proven track record of working in a fast-paced environment
- Fine attention to detail
- A self-starter that likes to take initiative
- A flexible and adaptable work style; open to collaboration with a diverse group of internal stakeholders and professionals
- A passion for mission-driven work and personal values aligned with those of Plan International Canada's values

### **How to apply:**

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your CV and covering letter, outlining your skills, experience and salary expectations to [gethired@plancanada.ca](mailto:gethired@plancanada.ca) by August 25<sup>th</sup>, 2017. Please reference **Corporate Partnerships Coordinator** in the subject line.

Plan International Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

Consistent with our Child Protection Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Applicants must be eligible to work in Canada for the duration of the work term. Proof of eligibility will be required.

Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity however only those selected for an interview will be contacted. No phone calls please.

**Thank you for your interest in a career at Plan International Canada**