



FUNDRAISING COORDINATOR

Job Type: Full-Time Position

Salary: \$50,000.00-\$60,000.00 (dependent on qualifications and experience)

Location: Prosserman JCC 4588 Bathurst Street, North York ON (Bathurst/Sheppard Area) and/or Schwartz/Reisman Centre (Bathurst/Rutherford Area)

Who We Are:

The Jewish Community Centre (JCC) is more than just a workplace—it's a vibrant hub of culture, connection, and community. As one of the largest engagement platforms in the Greater Toronto Area, we offer a diverse range of programs, including arts, fitness, education, daycare, summer camps, and more. With a bold goal to triple our community engagement by 2026, we are on a transformative path to become the beating heart of Jewish life in the region. Join us in shaping the future of the JCC experience for 75,000+ people annually!

Are YOU our ideal Fundraising Coordinator?

If you align with our JCC core values- **We Care about People, We Find a Way, We Believe Small Things Matter, We Work Better Together** – and are looking to grow your career in Fundraising, we are seeking a detail-oriented and relationship-driven Fundraising Coordinator to join our Development team. Reporting to the VP of Development, the Fundraising Coordinator will fulfill the following responsibilities:

- Analyze donor and membership data to identify giving trends and major gift prospects.
- Build and maintain a pipeline of prospective donors.
- Support donor stewardship through acknowledgments, reports, and engagement activities.
- Manage CRM records, generate fundraising reports, and provide insights to guide strategy.
- Assist with donor events, networking opportunities, and relationship building.
- Utilize fundraising software to streamline prospecting and donor engagement.

What do you bring?

- 2–3 years of experience in fundraising, development, or donor relations.
- Strong data analysis and CRM/database management skills.
- Experience with fundraising software (e.g., Raiser's Edge NXT, Salesforce, DonorPerfect, or similar).
- Excellent communication and relationship-building skills.
- Organized, detail-oriented, and able to manage multiple priorities.
- Passion for advancing our mission through fundraising.
- Working towards CFRE an asset.
- Connections to Jewish community.

**Perks & Benefits:**

- Free JCC Membership – Access to our fitness centers, classes, and programs.
- Generous Staff Discounts – On summer camps, swimming lessons, personal training, and more.
- Comprehensive Health & Dental Insurance – 75% of the premium covered by the JCC.
- Paid Time Off (PTO) – Vacation, sick days, Jewish holidays, and statutory holidays.
- Work-Life Balance – A flexible, people-centered work environment that values your well-being.

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences—don't self-select out if you don't meet every requirement. If this role excites you, we want to hear from you!

To apply, send your resume and cover letter to **Lia Baird, Human Resources Generalist, at lbaird@srcentre.ca by September 30, 2025.**

We appreciate every application; however, only selected candidates will be contacted for an interview. If you require accommodations at any stage of the hiring process, let us know—we are committed to creating an accessible and inclusive workplace. The JCC does not use AI in the selection process.

Let's build something amazing together!