



Service
Canada

HARBOURFRONT CENTRE

Employment Opportunity

Development Assistant Trainee

Contract Position

Number of vacancies: 1

As this position is based on a grant, the candidate must identify as from a First Nation, Métis or Inuit background.

Must be registered with Miziwe Biik Aboriginal Employment and Training.

Reporting to the Senior Development Officer, Corporate Partnerships, the Development Assistant Trainee will work with the Development (Corporate Partnerships) team to aid in the servicing of Harbourfront Centre corporate partners. Working closely with Harbourfront Centre staff and external sponsorship representatives, this position will assist with the servicing of client and partner needs leading up to and during events and campaigns including but not limited to: helping with sponsor fulfillment by servicing corporate partners, helping with donor fulfillment, corporate and foundational grant applications, community giving and reporting on development partner activities. This position will require some evening and weekend work as well as within an office environment during regular business hours.

Major Responsibilities Include:

- Represent Harbourfront Centre as an ambassador of the Development Department;
- Act as one of the main contacts for sponsors and partners during festivals and events ;
- Work during major events and festivals to ensure that all partners are satisfied, troubleshooting any problems that may arise and communicating their concerns and needs with internal staff.
- Assist with on-site activation support and sponsor servicing with internal and external stakeholders from pre-event set-up through to post-event teardown and reporting, troubleshooting any problems that may arise;
- Support Development Department events and initiatives; including revenue generation;
- Assist in community giving campaigns and support community-based fundraising at events;
- Assist with Corporate Partnerships team administration, including: preparation of detailed event outlines and reports, coordinating logistics, sourcing supplies, call briefing notes and call reports, managing internal photo database and updating the Development Team on the status of each program and activation's success;
- Assist in the documentation and reporting processes of partners activities at Harbourfront CentreSupport funder cultivation and solicitation through preparation of: Prospect and donor profiles, Sponsorship and corporate philanthropy proposals; Grant applications;
- Work with other departments such as Marketing, Production, Site Services and Community Engagement to deliver exceptional partnership experiences on-site and in-office;

- Work with Development Officers to support the delivery of exceptional client servicing of Harbourfront Centre corporate partners and donors receive excellent servicing and philanthropic opportunities are maximized
- Assist the Development Department with additional prospect research, reporting, tracking and data entry as required.

Qualifications:

- Work experience in the not-for-profit environment, preferably in arts and culture;
- Experience in a public facing customer service experience is a requirement ;
- Strong interpersonal and relationship management skills are required to respond to difficult situations and requests with tact and diplomacy
- The successful candidate must have strong research and organizational skills as well as excellent written and verbal communication skills
- Must be able to work well under pressure and be able to organize/complete multiple tasks within tight deadlines
- Must be computer literate with experience using Microsoft Office Suite, including:Word, Excel and PowerPoint. Database software experience is an asset.
- Ability to work outdoors and during live events is a necessity
- A high degree of initiative, self-motivation, and a passion and interest in the arts is essential
- Able to work a fluctuating schedule, including evenings, weekends and weekdays
- Must be comfortable and capable of lifting heavy objects (up to 20lbs)
- Strong command of the English language with additional language skills an asset
- An educational background/interest in arts and culture, marketing, communications, or other related field is a strong asset

Supervision and Mentorship:

The Development Assistant Trainee will be supervised by the Development Officer, Corporate Partnerships. The Development Officer, in conjunction with the Senior Development Officer, Corporate Partnerships will continually monitor and communicate with the successful candidate providing constructive feedback for professional development. In the first month, the Development Assistant will shadow the supervisor to integrate them into the position. Goals and objectives will be agreed upon and a mutually beneficial mentorship plan will be developed. As the contract progresses, the incumbent will accumulate more responsibility within a team environment. Problem solving, time management, customer service and volunteer management skills will be harnessed and developed while receiving consistent mentorship from the team. Specific skills related to researching methods and report writing will be developed through coaching within the office work environment. Regular check-ins and ongoing scenario and site training will ensure the Development Assistant Trainee has new and improved confidence, skills and experience.

Period of Employment: May 15, 2019 – March 27, 2020

Deadline: April 30, 2019

Please e-mail your resume and cover letter (in one document)

E-mail: mmclean@harbourfrontcentre.com