



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 being from a First Nation, Métis or Inuit background.

Reporting to the 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 sponsor representatives, this sponsorship marketing position will assist with the servicing of client and partner needs leading up to and during events and campaigns. This includes but is not limited to: helping with sponsor fulfillment, sponsorship outreach and prospecting, corporate and foundational grant applications, 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 for a total of 30-35hrs a week.

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;
- Assist the Development Department with prospect research, reporting, tracking and data entry
- Assist with on-site marketing 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 and communicating their concerns and needs with internal staff;
- Support Corporate Partnerships team events and B2B marketing initiatives, including: coordinating event logistics for private receptions, drafting newsletter copy, managing RSVP lists
- Assist with Corporate Partnerships team administration, including: preparation of detailed event outlines and reports, coordinating logistics, managing internal photo database and updating the team on the status of each program and activation's success;
- Support funder cultivation and solicitation through preparation of: Prospect 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 Officer to support the delivery of exceptional client servicing of Harbourfront Centre corporate partners and donors, helping to ensure that sponsorship opportunities are maximized;

Qualifications

Essential Criteria:

- Computer proficiency in Microsoft Office Suite, particularly: Word, Excel and PowerPoint
- Experience in a public-facing customer service role
- Strong written and verbal communication, presentation, organization, research, interpersonal and relationship management skills
- Results oriented and proactive, with the ability to multitask, prioritize and work independently
- A team player, able to work collaboratively, positively, and creatively with colleagues to achieve shared goals.
- A flexible approach to work, with the ability to work outside standard hours as required.
- Comfortable and capable of lifting heavy objects (up to 20lbs)
- Ability to work outdoors in varying weather conditions and during live events

Desirable Criteria:

- Work experience in a non-profit environment (preferably in arts and culture) is an asset
- Work experience with event coordination/marketing activations
- Event Management and CRM database software experience is an asset
- An educational background/interest in marketing, communications, public relations or other related field is a strong asset
- Smart Serve certification
- Additional language skills

Supervision and Mentorship:

The Development Assistant Trainee will be supervised by the Development Officer, Corporate Partnerships, with both roles reporting to the Senior Development Officer. 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 Trainee 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: April 1, 2020 – March 31, 2021

Deadline: March 16th, 2020

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

E-mail: mmclean@harbourfrontcentre.com