



**Job Posting: Development Coordinator (Mental Health Charity)
1 year Contract, Remote position**

Strong Minds Strong Kids, Psychology Canada (SMSKPC) is a charity with a 50-year legacy of leveraging psychological science to benefit Canadians. We are dedicated to nurturing resilience in children, equipping them with the tools to manage life's challenges and build a solid foundation of mental health before problems begin.

As a small but growing organization with a full-time team of seven, SMSKPC reaches over 400,000 Canadian children annually through critical, psychology-based programs and resources. Our work is guided by a volunteer Board of Trustees composed of experts in psychology, academia, business, and marketing. Amid a national mental health crisis, we are committed to providing children with the resiliency-building programs they need now more than ever.

We are seeking a *Development Coordinator* for a one-year contract position. This role will focus, alongside the President/Executive Director and Development Manager, with cultivating relationships with foundations and individual donors, driving our fundraising efforts, and contributing to the financial sustainability of our programs. Since donor management requires storytelling, this position will have equal focus on leading and executing communication efforts. This contract position offers the opportunity to make a tangible social impact by supporting mental health initiatives for children and youth.

Key Responsibilities:

Communication:

- Lead and create all communication touchpoints with potential and existing supporters (corporate, foundation and donor) including website, social media channels, e-newsletters, and creating supporting materials such as Annual Reports and pro bono media campaigns.
- Work with team internally to manage and coordinate communication efforts with our network.
- Clearly articulate the organization's mission, programs, and impact in all communications.

Foundation and Donor Fundraising Strategy and Implementation:

- Identify and research foundation/donor prospects that align with our mission.
- Support President/ED with the:
 - development of tailored proposals and submissions to secure foundation/donor support.

Strong Minds Strong Kids, Psychology Canada
From The Psychology Foundation of Canada
3219 Yonge St. Suite 228 Toronto ON, M4N 3S1
Tel: 416-644-4944 Email: info@strongmindsstrongkids.org
Charitable registration number 88921 2395 RR0001



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- maintenance of strong relationships with foundation/donors.
- Track progress toward fundraising targets and adjust strategies as needed.

Relationship Building and Networking:

- Support the President/ED with:
 - Building strong connections with prospects, existing supporters, and partners.
 - Actively networking to identify new opportunities and strengthen relationships within the community.

Data and Reporting:

- Track and analyze fundraising outcomes to inform strategies and improve results.
- Provide regular updates on progress and outcomes to leadership.

Other Fundraising Support:

- As a small yet impactful team, we work collaboratively to ensure the success of our fundraising efforts. This position will also support other areas of fundraising to help us secure the resources needed to deliver our programs to communities at no or minimal cost. This role will also contribute to government funding opportunity submissions, corporate and event fundraising too.

Experience and Skills

- Passion for mental health and resilience-building in children.
- 2-3 years of fundraising or business development or communication with a proven track record of securing \$250,000 annually.
- Experience with development and implementation of communication campaigns in support of fundraising.
- Experience with the development of grant submission and funding proposals.
- Strong communication, storytelling, and relationship-building skills.
- Creativity, resilience, and the ability to meet deadlines under pressure.
- Self-motivation, independence, and adaptability in a remote work environment.

Education:

Bachelor's degree in business, communications, public relations, or a related field.

Salary:

\$60,000-70,000 annually

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To Apply:

Submit your application by February 13, 2025, to info@strongmindsstrongkids.org. Applications must include a resume and a letter of interest in one document. We thank all applicants, but only those selected for an interview will be contacted.

Remote:

This is a remote position, however will require some flexibility to attend in-person meetings which would take place in the GTA.

SMSKPC is committed to creating a diverse environment within staff, Board, committees, and volunteers. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age. We pride ourselves in ensuring that every child in Canada can thrive, and respect and recognize the developmental and cultural needs of Canadian children and youth and how that plays a role in their mental well-being. Our goal of promoting diversity, multiculturalism, and inclusion helps serve our mission and support the many children in various communities across Canada.

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